

THE INTELLOFAX SYSTEM

Introduction

The history of the Intellofax System encompasses many facets of the information and storage retrieval system of the ~~Office of Collection and Dissemination (OCD)~~ and ~~its successor~~, the Office of Central Reference (OCR). Two Divisions, the Machine Division (MD) ~~(Central Index of the Reference Branch, Office of Reports and Estimates [ORE])~~, until May 1948 and then Machine Methods Division [MMD] of OCD until ~~September 1951~~ and the CIA Library ~~(Intelligence Documents Division, ORE Reference Branch, until May 1948)~~ were responsible for the development and operation of the ~~Electrical Accounting Machine (EAM)~~-supported document storage, reference, and retrieval system. The office reorganization of November 1956 added a third layer of responsibility—a new Document Division (DD). *

~~This history covers all aspects of the Intellofax System from 1947 until its demise in 1967: equipment developments and improvements, including microfilming, print service, and fast transmission of data; classification input scheme; and retrieval. A project that had great impact on the Intellofax System but was not adopted—Minicard— is also discussed in detail.~~

~~The Intelligence Publications Index (IPI), the printed index of finished intelligence documents, is historically part of OCD/OCR's information storage and retrieval system and therefore appears in this chapter with the Intellofax System.~~

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The effect of the Intellofax System of the Library Consultants' Survey of 1957 and the resulting Task Team Reports of 1958 is discussed in Chapter ____ (the CIA Library) of the office history because of the overall impact on the Library.

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1. Early Developmental History

a. Objectives

In providing a central reference service to the Central Intelligence Group (CIG) and its successor, the Central Intelligence Agency (CIA), as well as to the intelligence community, the early managers of the Agency recognized the need to develop a machine capability for indexing and retrieving a staggering quantity of intelligence documents. The resulting Intellofax System was unique--no other government agency, no university or library, and no commercial firm had anything of its type in operation. The name was coined in 1949 by Dr. James M. Andrews, the first Assistant Director (AD) of OCD, to describe the system that combined IBM and facsimile reproduction techniques for intelligence documentation purposes. ~~Later, Intellofax became a household word not only as an adjective (the Intellofax System and the Intellofax files) but also as a verb form (intellofaxed and intellofaxing for the indexing aspects).~~ *Punched Card*

The actual authority for establishing the Intellofax System appeared in July 1947 in ORE Instruction 31-47, entitled "Functions of the Reference Center." ^{1/} ~~████████████████████~~ AD/RE, charged the Central Index and the Intelligence Documents Division to:

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- (1) index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature
- (2) classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG.

^{1/} ORE Instruction 31-47, 15 July 47, sub: Functions of the Reference Center, ORE, pages 3 and 4. S. File: OCD History *document 1947.57*

Early Equipment Needs
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██████████ Chief of Central Index, was given the responsibility for organizing and developing the initial essential steps toward establishing a central indexing and filing system, in conformity with an earlier Interdepartmental Coordinating and Planning Staff (ICAPS) recommendation in March 1947^{2/}. It soon became apparent that no existing equipment would be capable of meeting the needs envisaged. Although an IBM punch card offered great flexibility and speed in the handling of thousands of cards, each of which would represent a particular document, no card would carry enough printed data to supply the researcher with titles and descriptions of documents.

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During 1947 ██████████

met with top management of ██████████ to discuss

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the possibilities of the use of standard ██████████ Telefax machines and the adaptation of these machines to the documentation problem.

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A Vice President of ██████████ said that his company would be willing to cooperate with IBM in adapting the Telefax machine to automatically reproduce bibliographic and subject abstract data typed on IBM cards onto any type of paper that included a duplicating medium. This would answer the problem of preparing ^{document} accession lists and lists of abstracts requested. *

3/
*Management originally planned for a daily accession list of those documents received and indexed, all of which would be abstracted. This plan was given up in 1949 as entirely impractical and uneconomic.

2/ Memo, Acting Chief, Reference Center, ORE to Chief, Central Index

Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9
sub: Report on Inspection of Progress of Special Equipment being Manufactured by Finch, Inc. C.
(in Machine Division 1947-54 (60-54871) 58-98/3)

6/Memo, [redacted] to Chief, Management Staff, 18 Oct 49, sub: Contract with Finch Telecommunications, Inc. (in Machine Division 1947-54 (60-54871) 58-98/3)

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1e5V1X52 Per numerous meetings with [redacted] investigation of other [redacted] reports, such as [redacted]

[redacted], and a contract was let in January 1948. By July [redacted] had produced the first of the Library Recorders and had completed the final design for the IBM card scanner. Both awaited OCD approval. Experimenting and testing continued, and in January 1949 [redacted] reported favorably on the equipment.

Progress reports were prepared periodically throughout the first 6 months of 1949; test runs were made during June, and the equipment was finally accepted in July. The Projects Review Committee (PRC) on 27 July 1949 approved an amendment to the original contract, which had been for \$100,000, to increase the amount to \$203,000.

The Intellofax Card, or Faxcard, (see Figure 1) was an IBM punch card of standard shape and dimensions, which bore on its face up to 200 words of printed information—the so-called bibliographic data: source, country, date, title, possible abstract, pagination, and security classification. The corresponding coded, punched and interpreted data appeared at one end of the card. The cards were sorted, selected, and arranged by standard IBM machines, and the printed information on the selected cards was transmitted 6V1X52 reproduced by facsimile process.

The equipment delivered in May 1950 was the second prototype resulting from the developmental engineering begun in May 1948. Shakedown tests were still being conducted in mid-1951 concurrent

6V1X52 with actual usage.

6V1X52 Memo, C. [redacted] to AD/CR, 29 July 48, sub: [redacted] Inc. of U. (in Machine Division 1947-54 (60-54871) 58-98/3)

employee (and formerly an engineer with Finch), was on temporary duty with OCD, and placed in charge of the Faxcard equipment. He wrote to ^{25X1A9a} [redacted] ^{mmd} the Machine Methods Division since September 1950 that since the equipment was not standard, additional development was anticipated before the equipment's stability could be placed in a class with that afforded by existing teletype machines. ^{7/}

The Intellofax tape, as it was known throughout the entire Intellofax history, was originally a 4-inch-wide tape prepared by the facsimile process. The Intellofax punch card was fed into a transmitter, which optically scanned the printed information. A receiver received signals from the transmitter; the printed information was impregnated into a chemically treated tape, which was dried by a heat process.

The early OCD managers had hoped to electronically transmit the Intellofax information to requesters in their own office locations. ^{B/} As of 15 May 1950, six transmitters and 12 receivers had been delivered (see Figure 2). Experimentation continued throughout the summer months, and ^{was} the first transmission strictly local--transmitter and receiver side by side in the Machine ^{mmd} Methods Division. One receiver was placed in K Building in the Branch Library, but security considerations and technical problems of transmission were responsible for not continuing with what seemed like ^{Produced tape recorder} a Utopian transmission phase. The completed folded tape s

were delivered to the requester not via electronic transmission but by hand.

The Office of Collection and Dissemination (OCD), 29 Nov. 51, page 6. S.
File:DD/I 1951-52 58-98/2)

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* [redacted] transferred to the Management Staff to work
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25X1A9a 7/Memo, [redacted], 1 June 1951, sub: Faxcard Equipment. U. (in Machine Division 2017-44 ^{Produced tape recorder} 80/2)

c. Coding Schemes

(1) The Intelligence Subject Code

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In conformity with the wishes of ICAPS, the Central Index also took steps to prepare a unified subject classification scheme. [redacted] Acting Chief of the Reference Center, wrote to [redacted] July 1947:^{9/}

Although the Reference Branch has taken the initial steps in the direction of establishing central indexing and filing procedures, any unified acceptance of the end product of these investigations will depend upon joint action of IAB [Intelligence Advisory Board] and CIG representatives and the agencies' final acceptance of the system decided upon.

25X1A9a On 14 July 1947 [redacted] entered on duty as Chief of the Classification Unit of the Intelligence Documents Division to work with the Central Index in developing a classification schedule for CIG.^{10/}

It was soon evident that the War Department's Basic Intelligence Directive (BID) devised during World War II for collection purposes (although it had been used for classification of documents in the G-2 Library in Vienna immediately after the war) was not adequate. The subjects listed in the BID were not sufficiently comprehensive to cover the wide range of subjects in intelligence documents because it had been devised for Army purposes only. The economic, political, and scientific sections were woefully weak. It was decided to prepare a list of subjects that would include those contained in the BID,

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the Navy Monograph Guide, the abridged Dewey Decimal system used by the State Department, and for scientific subjects, the Voge Classification, prepared and used by the Joint Research and Development

Board (JRBD)
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visits to the parent organizations using these classification schemes.

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By August 1947 [redacted]'s Classification Unit of three people, with the assistance of Norman Ball, a classification specialist from JRBD, had completed a general framework of an all-inclusive classification schedule. The major subject categories included Army, Navy, Air, Political, Economic, Sociological, Scientific, Geographic, and Biographic. On 22 August a familiarization meeting was held with duly appointed representatives of the three services. The participating IAB agencies agreed to develop and/or revise their respective military categories in the BID. To those categories would be added the CIG contribution, consisting of the nonmilitary subjects. Because the War Department was not inclined to change the numbering system of the BID (eight digits), it was to be used as the nucleus of the new classification system. 11/

* OCD tried unsuccessfully to recruit Mr. Ball as a permanent employee.

11/Intelligence Documents Division (Library) Monthly Status

25X1A9a ^h [redacted] was not very enthusiastic about the cooperation from the other agencies. He and ^{11/} [redacted] ^{25X1A9a} had visited the State Department Librarian, who welcomed a comprehensive expansion of the Army, Navy, and Air subject classification, ^{still} but felt that this expansion should be incorporated into the abridged Dewey. The representatives of the IAB agencies seemed to feel that what CIG was trying to do with a new classification would replace the classification ^{That} ~~which~~ each agency was using. This was, of course, the ultimate aim, but it would not be realized even partially until the Air Force adopted the Intelligence Subject Code ^(ISC) in 1954. Each representative took a cosmic view of the fields ^{that} ~~which~~ were of primary interest to his agency and argued that the whole structure of intelligence would be imperilled by any deviations with its own scheme.

^{CIA}
So ~~the Library~~ set about continuing with its own classification. ^{ISC}

The first edition of the Intelligence Subject Code ^(ISC) ~~(henceforth referred to as the ISC)~~ was dated 15 March 1948. The Preface indicated that the edition was provisional and that the subject headings were intentionally kept rather general so that expansions and revisions could be made as experience required. There was no index to this first edition. A ~~biographic~~ ^{That} or "Who's Who" class ~~was~~ ^{was} in the original outline was deliberately omitted because ~~of~~ ^{of} the Biographic Intelligence Register was already indexing biographic information.

The main classes and the number of notations (codes) were:

- 000 International Situation (32)
- 100 National Affairs (120)

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- 200 Army (139)
- 300 Navy (181)
- 400 Air Force (83)
- 500 Weapons and Scientific Warfare (44)
- 600 Science and Technology (82)
- 700 Geography and Economics (232)
- 800 Social and Cultural Forces (67)

Total notations: 980

Each of the eight categories was broken down to provide, as nearly as possible, for the needs of the agency chiefly concerned--the Army, Navy and Air Sections following closely the patterns developed by the three services for their own use. The other sections had been worked over in detail with the ORE units chiefly concerned.

Chapters 100 through 800 retained their overall subject outline until the complete revision of the ISC in November 1960. Further chapter subdivisions appeared throughout 1948, but it was not until November 1948 that the 600 and 700 sections were expanded to the full six-digit capacity allotted on the IBM card. A relative index (alphabetical) was printed at the same time.

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Manuel M. White, who had reported for duty in the Library on 9 February 1948, took over from [redacted] in mid-1948 as Chief of the Analysis Section (formerly the Classification Unit). (She remained head of the input or classification effort for the Intello-

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GROUP 1
Excluded from automatic
downgrading and
declassification

* Miss White had been in charge of the G-2 Library in Vienna for 2 years

** This Section was elevated to Branch status in the November 1949 Library reorganization.

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for almost 20 years until the demise of the system at the end of 1967.) During the first 5 years she worked closely with analysts of ORE (became the Office of Research and Reports [ORR] in November 1950) and the Office of Scientific Intelligence (OSI) in the continuous revision process, to ensure more effective organization of the information in documents. These research analysts pointed out deficiencies in certain subject fields and suggested appropriate changes. Most suggestions benefited and improved the ISC; others reflected only parochial needs of insistent and narrow-in-outlook requesters who raised their subject specialty out of all proportion to the entire scheme of knowledge. The latter type of requester made one section of the ISC look ridiculous, which was later used as an example of what not to do when constructing a classification scheme: the subject code for Plant Pathology (632.4) was subdivided into 68 different codes for wheat, rye, barley, oats, and miscellaneous crop diseases, with the name in English followed by the scientific term in Latin.

The 1949 ISC resembled the original 1948 edition only in the eight major chapter headings. Within each chapter much restructuring took place. A new heading for Communism was added, and this 114 section became the most widely used and remembered throughout the book. Geography was moved from the 700 to the 600 chapter. In 1950,

*

after the Library decided to catalog books according to the ISC, a 900 chapter (Organization of Information) was added.

The history of the ISC was a history of change and ^{and were} ~~and were~~ reduced to hoped-for improvement. 980 codes grew to 15,000 by 1959 [^]

5,000 in 1960. A review → of the master copies of the ISC during these 20 years

reveals many pages of revisions. New ~~Editions~~ ^{editions} were published in 1954, 1957, 1960, 1962, 1964, and ~~March~~ 1957.

**

Changes in subject codes necessitated the preparation of new cards. The printed information was transferred from the old card to the new card by means of a heat process, whereas the punched data were converted by machine ~~unpunched~~ to the new codes. This was a time-consuming process and caused machine backlogs.

25X1X8



All classification schemes have limitations, and the ISC was no exception, particularly since code expansion was tied into the allotted spaces on the IBM card.

By 1950 it had become evident that certain aspects of information could be uniformly applied to almost all commodity and equipment subject codes in the 700 chapter. The Library and MD personnel developed a list of one-to-two-digit "action" or prefix modifier codes for such refinements

of the subject codes → as production data, imports-exports, repair, ^{and} procurement, [^]

* See [#] Chapter on ~~the~~ (Library).

** For discussion of the complete revision of the ISC in 1960, see page ____.

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sheet by placing a slash between the modifier and the subject code. For example, the production of coal was written as L/735.1. The extra punch (called an "overpunch") slash appeared on the IBM card as an ^A above columns 1-6 (in the subject field).

This important change in the coding process eventually extended to other chapters of the ISC. Prefix modifiers were applied to the military chapters in 1954 for such aspects as security, vulnerability, sabotage, order of battle, specifications, and descriptions of military equipment. Other devices to show coding specifications were inaugurated as the need arose. **

(2) Area Classification ^{11/}

(a) AMS In their 1947 plans for the development of a

classification scheme, chose the Army Map Service (AMS) Library Area Classification as the best and most adaptable system for coding geographic areas. According to this system, the world was divided into 26 main divisions, A through Z. Each ~~alphabetic~~ division was ~~further~~ subdivided, moving from right to left with a numeric designation. For example:

- M Europe,
- 1M Scandinavia
- 11M Denmark
- 21M Finland
- 31M Norway
- 41M Sweden
- 111M Northern Sweden
- 211M Southern Sweden

* The professional personnel who provided input to the Intellofax System were called by various titles: classifiers, indexers, coders (the most common, but the least professional), and finally library or document analysts. In this discussion, they will be referred to as classifiers. 25X1X8

** See early editions of the ISC.

11/ Analysis Branch Archival Folder-Area Codes in Intellofax Historical Files in ISG

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AMS did not maintain its area classification on an up-to-date basis; therefore, the Analysis Branch was constantly expanding the code and updating it to specific Intellofax needs, as in the case of developing and emerging nations.

(b) Related Areas

Two years of experience pointed up the inability of being able to show any area relationships. This came to a head with the 1950 Korean War, when it became necessary to be able to show some combination of Communist China, USSR, North Korea, South Korea, or the United States. The entire punching area of the IBM card (other than the subject field, which always remained the first six fields) was revamped, eliminating certain codes that did not seem necessary, such as day of information, and adding two two-digit abbreviated area codes to be used as related or secondary areas in columns 15-22.

(c) Area File

The advent of the Korean War also brought out the need for a separate file arranged ⁿ by area. Requests coming in for everything on Korea could not be answered quickly because the primary file arrangement of the Intellofax cards was by subject code. Beginning ^{15/} in September 1950, MD started an adjunct Area File by preparing one extra card for each main area. (There was no card filed by related area.) No subject code was punched into this card. The Area File continued to serve effectively in retrieving all information on smaller

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areas, such as oblasts of the USSR and the provinces of China. Because the Area File grew so rapidly and was consequently useless for large areas in its set-up without subject code punches, the Library's Analysis and Reference Branches in ^{* (February)} 1954 made an agreement, concurred in by MD, that area cards would not be prepared for Western European countries, ^{16/} USSR, Mexico, Australia, and New Zealand.

In 1955 another important change was made in the Area File. The classifier underlined one subject/area combination considered most representative of the whole document. The entire six-digit subject code was punched into the area card, but within a given area the card was filed only by the first three digits of the ISC.

The Area File was finally destroyed in 1968 because by that time little use was made of it.

* From the very inception of the Intellofax System, retrieval responsibility was placed with the reference librarians because Intellofax queries were considered no different from other reference questions. See chapter on Document Division for transfer of responsibility in November 1965.
^{16/}Area Underlining, 23 Feb 1954, C. (in op.cit. 15, above)

(3) Miscellaneous Codes

(a) Security Classification

With the completion of the ISC (although there would be continual revision) and the adoption of the AMS Area Classification, thought was also given to other necessary codes to be punched into the IBN card for complete retrieval. Dr. Andrews issued a memorandum on 3 January 1949 establishing uniform security codes to be used in all OCD coding operations. The Intellofax System Procedure Manuals ^{17/} show the security classifications with various controls that evolved as more and more non-CIA requesters used the System. These codes enabled if necessary, MD to eliminate certain document citations with controls such as Controlled Dissemination, Warning Notice-Sensitive Sources, No Dissemination Abroad, and No Foreign Dissemination.

(b) Source Locator ^{18/} (For Source Card File, see page 42)

In June 1948 the Library issued Library Bulletin No. 10, entitled "The Locator System"; it explained that the intelligence document files in the Library had been set up according to codes assigned to sources of origin, such as Army. Arbitrary designations were established to differentiate between reports (so-called "A" type) and finished intelligence reports (so-called "S" type). These source codes were also used on the Intellofax punch card. For example, 05A7552 referred to an Army Attaché report from Manila, Philippines. (see Figure

Procedure Manuals (op. cit. 15, above)

By 1 June 1949 it was necessary to issue a second bulletin because of numerous changes in organizational divisions of government agencies. By February 1950 the arbitrary "A" and "S" type designations were no longer punched into the Intellofax card.

The six-digit source locators remained basically unchanged until May 1954, when specific city or post locators for Army, Navy, and Air ~~attache~~ reports were no longer considered necessary for retrieval. By January 1956 only the two-digit source locator was used for everything except CIA, foreign government reports and Top Secret documents.

The coding schemes described in the previous pages provided selectivity in retrieval. Requesters were always urged to be as specific as possible on subject requests and not to ask for too general a subject, such as Politics (the entire 100 chapter of the ISC)-France. The only reason for a six-digit ISC was to pinpoint specific subjects, if possible. Provincial breakdowns of the USSR and China helped area specialists. Requesters were also reminded that the date of publication was punched in the IBM card. Why ask for all years when only 1950 was needed? Security classification and source specificity were part of the retrieval picture, although not requested as often as subject, area, and date limitations.

The following is a typical request using all the code parameters: 25X6

[REDACTED]

* Source locators: 01-Air; 02-AIA; 03-Navy; 04-Sea; 05-Other; 06-Defense in general; 07-14 Other government agencies; 15-Executive, Legislative and Judicial Branches; 16-Non-Government; 17-International Organizations; 18-Foreign Governments

22

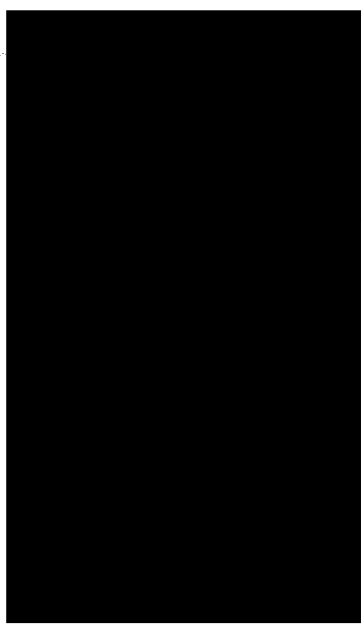
of severe 1952 manpower cuts and because the GCD Registers picked up the personality and industrial plant information found in the Daily Reports. On 6 February the Library discontinued the coding of all radio broadcast information. Although the IBM cards were retired to the Records Center, the Library retained a master printed form of all the coding effort.

The issue of the desirability of reestablishing a machine index to the FBIS Daily Reports was raised periodically. *

(2) Early Intellofax Coverage

With the publication of the ISC in March 1948 it was possible to start indexing in earnest. The first efforts were confined to OO-B reports issued by the Office of Operations (OO) Contact ~~Office~~ ^{Control Register (CR)} 26/ One Transmittal Sheet was prepared for each document: It contained a bibliographic statement (source, document number, country, date of publication, date of information, title, and security classification), an abstract of the contents, and pertinent codes. Until the Central Index had typing personnel and reproducing equipment to type and reproduce abstracts on the tabulating cards, only the punched data appeared on the IBM cards; the Transmittal Sheets were filed in the Library by source. Chapter II

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* See Library Consultants Report of 1957 in history of the Library and the Hermer Project of 1958 in history of the Document Division. 26/Operating Memo-Central Index, 12 May 1948, sub: Index Cards for OO/B Reports, Interim Procedure for Processing of. U. (in Machine Division 1947-58 60-54371) 58-98/3

Plans called for the receipt of 1,000 documents a day.

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Experience already showed that a classifier could abstract only 30 documents a day. Mr. [REDACTED] noted ^{27/} that a T/O of 20 professionals in the Analysis Section would not provide adequate manpower to abstract every document. In November 1948 the current intake was between 400 and 500 items a day. The 1948 backlog of approximately 12,000 SO (predecessor of CS documents from the Clandestine Services) and 3,000 other CIA reports was decreasing by 150 items per day. Of the backlog of non-CIA reports it was estimated that five percent of the 154,000 items would not warrant indexing because of content. The unclassified and restricted documents for 1948 were indexed by Special Projects # 1 ("the pool"). Documents issued in 1946 and 1947 were processed but only those of priority areas of interest. Mr. Becker stated that it appeared possible that "we can set a 1 January 1949 target for providing daily tab-fax service." And this did occur.

^{27/}Memo, Chief, Library to AD/CD, 10 Nov 48, sub: Classification and Indexing of CIA Library Documents, Status of. C.
(in Library 1947-48: 58-93/5)

Heavy backlogs frequently required stringent measures that affected coverage. For 4 months in 1949 unclassified State Department despatches were not indexed. This was briefly expanded to include any document from Greece, Turkey, or African and Latin American posts. No effort was made later to fill this void.

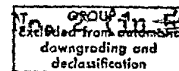
Document coverage rose from 46,681 documents in 1948 to 227,106 in 1950, or a total of 411,329 documents indexed into the Intellofax System ^{during} the first 3 years. There are no comparable figures available on the number of Intellofax requests received in this same period. From 1951 through 1953 requests ^{averaged 341 monthly,} 20% ^{percent} of which were from outside CIA. ^{29/} A chart prepared for the Clark Committee ~~showed the annual input and output of the Intellofax System (Figure 3)~~ ^{in 1954} 7

By 1953 increased emphasis was given to indexing all available material on China by three projects in conjunction with the Foreign Document Division (FDD): (a) the Chinese Periodical Index; (b) Chinese Annotated Bibliography; and (c) the Chinese Economic Statistical Charts (CESC). The CESC project of 3,957 items was completed by a classifiers of Chinese extraction in the Analysis Branch by March 1954.

28/XCD Statistical Reports 1947-52 on Reel No. 1 (in 58-850/1) 98/4

29/OCD Statistical Reports 1953-54 on Reel

SECRET



(3) ~~NODEX~~ Node y

Early in the indexing processing it became apparent that certain documents dealt with information ~~inadequate~~ of little or no intelligence value for retrieval purposes.

The term ^{"Node y"} ~~"NODEX"~~ was coined to represent those documents ^{that} ~~which~~ would not be indexed into the Intellofax System.

Originally these were documents of a purely administrative nature. As the System grew, however, more subjective judgment as to the value of certain information for Intellofax retrieval purposes was exercised, and the list of NODEX items grew and changed. In some cases, it was subject information ^{that} ~~which~~ was rejected; in other cases, it was an entire series.

~~There was no way the Library could prevent the receipt of these documents; besides, some office in the Agency might want to see them.~~ The whole question of what should be nodexed was ~~very~~ much debated throughout the entire Intellofax history.

No two researchers agreed, and much criticism was levied on the System because of certain ~~NODEX~~ decisions, ^{that might not have been coordinated with the community.}

The selection out criteria in the early days of the ~~entirely~~ Intellofax System fell upon the classifier, who would ~~se~~ mark a document and its attached control card in the batch envelope.

^{from Review} The Incoming and Dispatch Unit of the Library ~~seen~~ recognized certain series, such as Army Who's Who Reports. These were batched separately and did not even come to the attention ^{classifier.}

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

Plan D-D 1962-63 File 65-413/4

The early 1950 ~~NODEX~~ Standards included such topics or series as: ^{30/}

- a. Purely administrative matters
- b. Consular or commercial functions (replies to complaints of Americans about lack of service)
- c. Notification of change in security classification
- d. Agendas of various international committees
- e. Order of battle (considered a military responsibility)
- f. Transmittals of enclosures not attached and not described adequately enough for indexing
- g. Industrial Card File (CF) reports giving primarily plant data (and, therefore, an Industrial Register responsibility)
- h. Who's Who reports
- i. Joint Weekas (considered cables)

Out of 17,367 documents processed in January 1951, 1,125 or six percent of the total were nodexed.

A printed list entitled "~~NODEX~~ Standards from Start of the Intellofax System to July 1966" is indicative of the colorful history of the ~~NODEX~~ program. ^{31/} Translations and FDD products were particular targets for changing criteria as the following dates show from the Intellofax Chronology: ^{32/}

August 1954 Nodex FDD Summaries and Reference Aids
October 1960 Nodex unclassified translations
July 1963 Nodex all translations
Sept 1963 Exception made on translations from about Communist China
Feb 1964 Nodex all translations from newspaper magazines, and books
Index all others
March 1965 Index FDD Summaries

how do you decide when to use NodeX?

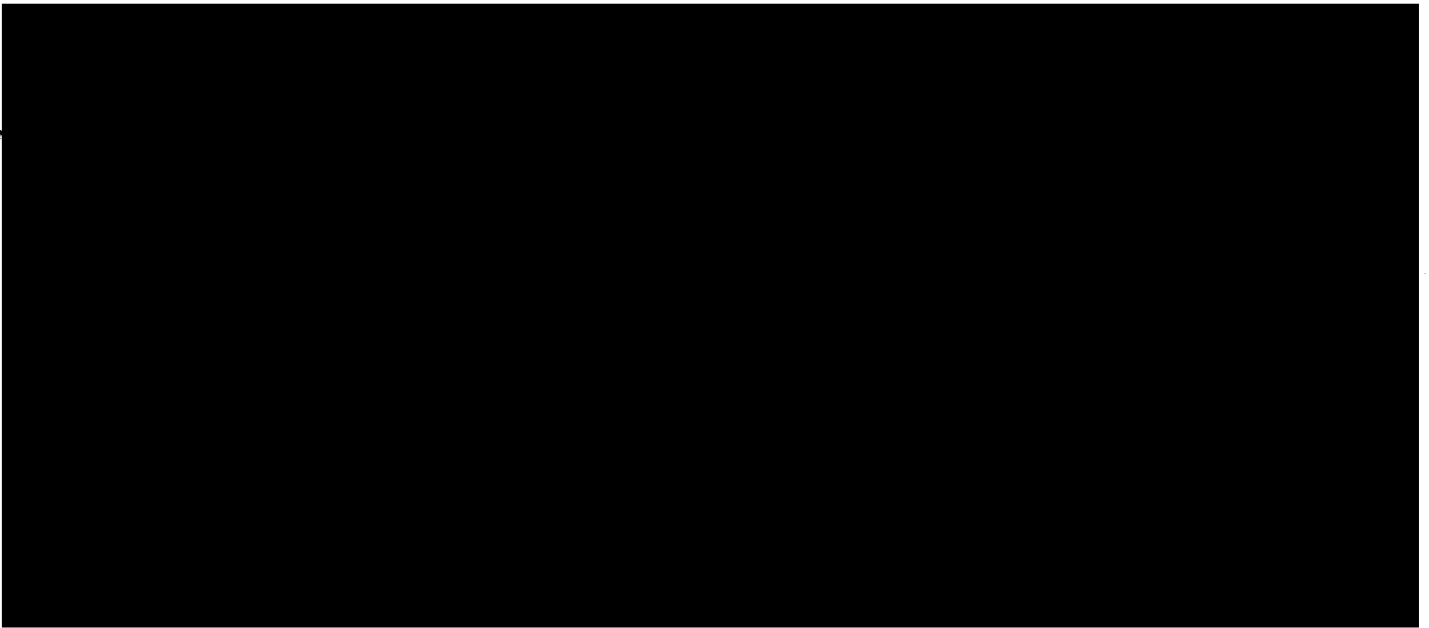
The microfilming of ~~NODEXES~~ is discussed along with the microfilm criteria on page .

^{30/}Procedure Manuals (15, above)
^{31/}Procedure Manuals (15, above)

Personnel & Cost
170

Budget

25X1A



68,108 ⁰⁰³
2455.00
204324
41170

68,108 / 2,455.00

Intellofax System received

363,741 Doc.

222,675 indexed

120,112 not indexed

July 66 — June 67

nodexed

Indexed

July 66
Aug
Sept
Oct
Nov
Dec

67 Jan

53,137
8501
9790
10817
10600
11617
11,823

12,241
14,383
14,515
16,226
13,813
15,331
16,462
12,797
15,734
13,858
13,989
15,679

116,282

175,028

138,862
143,988
282,850

Fly 1966

	<u>Indexed</u>	<u>Indexed</u>
July 65	10,153	13,316
Aug	12,433	13,133
Sept	12,243	14,722
Oct	10,168	14,659
Nov	10,098	15,471
Dec	11,900	13,584
Jan 66	53,137	85,818
Feb	8,891	12,802
Mar	8,159	14,878
Apr	9,424	16,148
May	9,017	13,491
June	8,709	14,208
	8,937	14,292

~~120,012~~ ~~1707.03~~

Cost and Personnel

<u>Fiscal Year</u>	<u>T/O</u>	<u>Budget</u>
1963	120.5	\$1,074,303
1964	111.4	1,107,314
1965	107.6	1,087,230
1966	98.9	972,719

Intellex Input (Documents)

<u>Fiscal Year</u>	<u>Nodexed</u>	<u>Indexed</u>	<u>Total</u>
1963	158,205	150,816	309,021
1964	138,862	143,988	282,850
1965	133,319	170,256	303,575
1966	120,112	170,704	290,816
1967 ^{12h/}	116,282	175,028	291,310

Intellex Requests

<u>Fiscal Year</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>Total</u>
1963	1,519	935	2,454
1964	1,494	877	2,371
1965	1,237	994	2,231
1966	1,356	1,099	2,455

Intellex Output

<u>Fiscal Year</u>	<u>References Furnished</u>	<u>Documents Furnished</u>
1963	389,629	128,482
1964	326,911	127,234
1965	310,017	124,389
1966	394,626	101,614

Intelifax Statistics (continued)

Intelifax Files (IBM cards) 125/

"B" File (1948-Nov 60)	7,551,000	(exclusive of separate area file)
"A" File (Nov 1960-67)	4,950,000	

Document Images 126/

Aperture Cards	3,778,962
Hard Copy Documents	2,920,021
Microfilm Reels	12,556

Source Card File (Cards) 127/

5,500,000 (spp.)

125/ CRS EDP Support Division, May 1973

126/ CRS Document and Pictorial Services Division, May 1973

127/ Ibid

APPENDIX C * 123/
Intellofax Statistical Summary

Cost and Personnel

<u>Fiscal Year</u>	<u>T/O</u>	<u>Budget</u>
1963	120.5	\$1,074,303
1964	111.4	1,107,314
1965	107.6	1,087,230
1966	98.9	972,719

<u>Intellofax Input (Documents)</u>	<u>Nodexed.</u>	<u>Indexed</u>	<u>Total</u>
1949			105,910
1950			227,106
1951			220,352
1952			220,200
1953			227,292
1954			207,228
1955			182,916
1956			235,608
1957			261,300
1958			207,341
1959			193,951
1960			259,100
1961			298,900
1962			288,000
1963	158,205	150,816	309,021
1964	138,862	143,988	282,850
1965	133,319	170,256	303,575
1966	120,112	170,704	290,816
1967	116,282	175,028	291,310

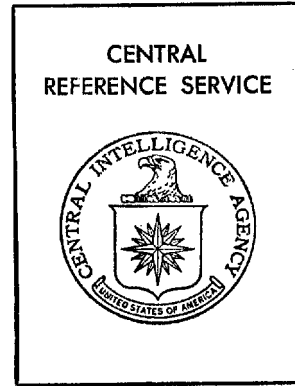
<u>Intellofax Requests</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>Total</u>
1959	1,386	684	2,070
1960			1,900
1961			2,250
1962			2,300
1963	1,519	935	2,454
1964	1,494	877	2,371
1965	1,237	994	2,231
1966	1,356	1,099	2,455

* Statistics are not available in all categories for each of the 20 years of Intellofax. Methods of reporting statistical data were not always the same and therefore there is some variance in figures.

123/ Intelligence Material Received, Processed, and Disseminated in OCD/OCR: 1949-57. S. File: OCR Yearly Statistical Tables 1947-57
 Job: 59-875/1; OCR Annual Reports 1958-65. S. Job: 68-487/4;
 OCR Non-Codeword Storage and Services Program. The Intellofax System.
 22 Sept 66. S. File: CRS Historical Files K-109h; OCR 1967 Surveys
 in Intellofax Historical Files in ISG

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No Foreign Dissem



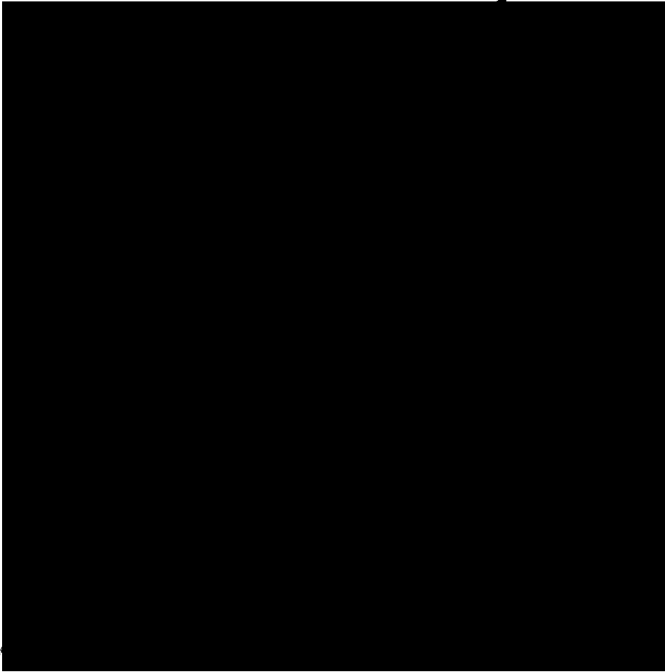
GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

No Foreign Dissem

Intel Reg.

25X1A

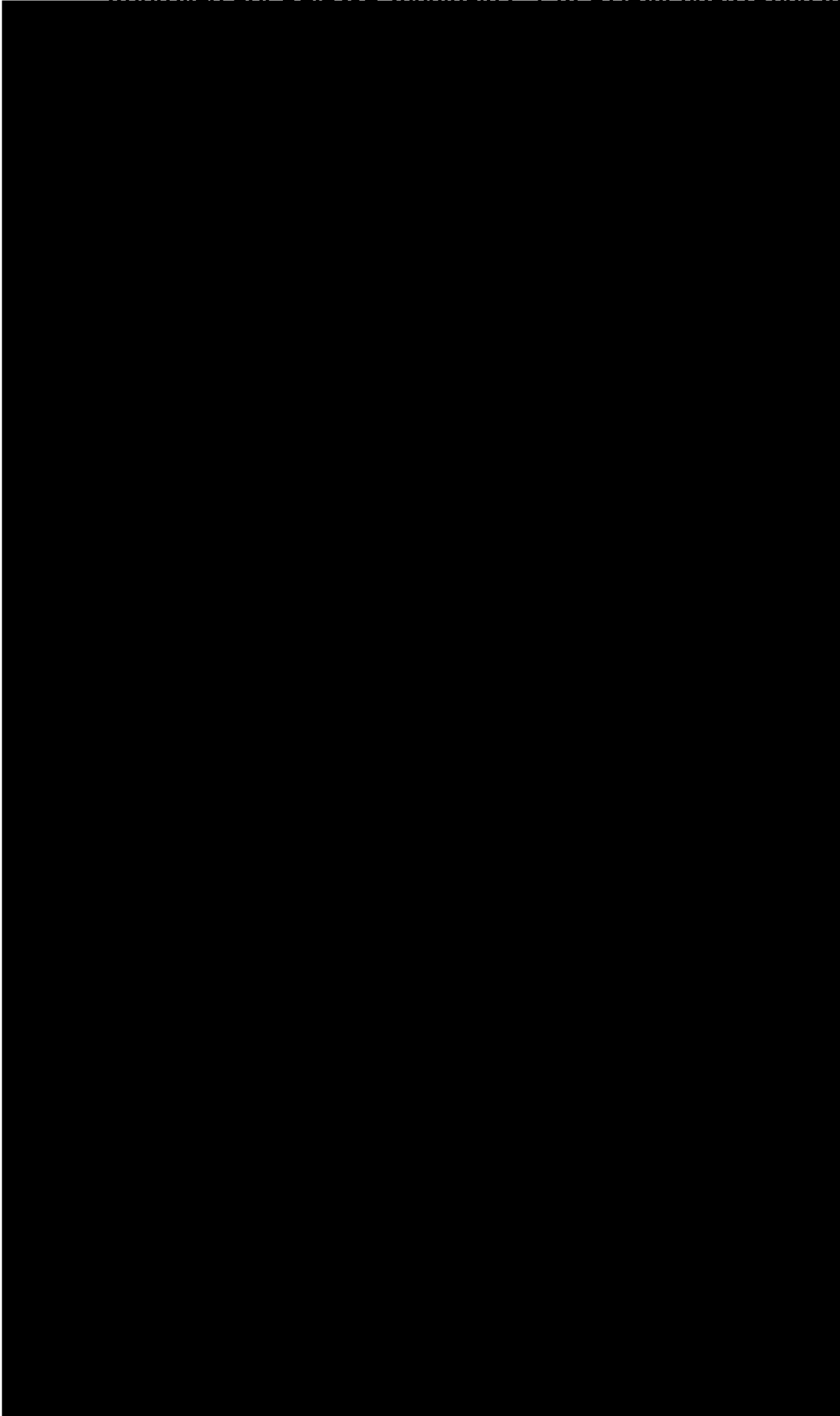




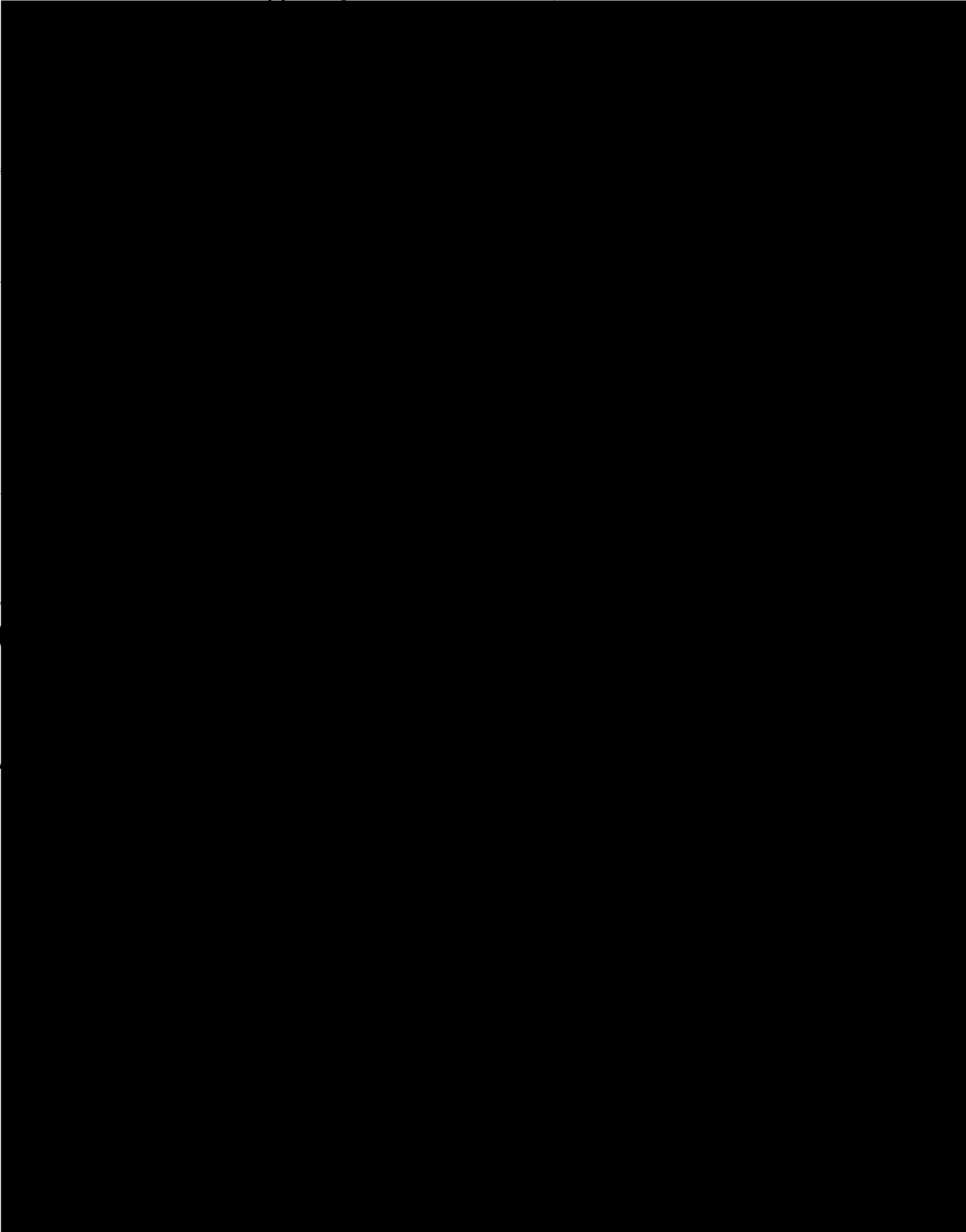
03 : CIA-RDP84-00951R000300100001-9

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Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9



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Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9

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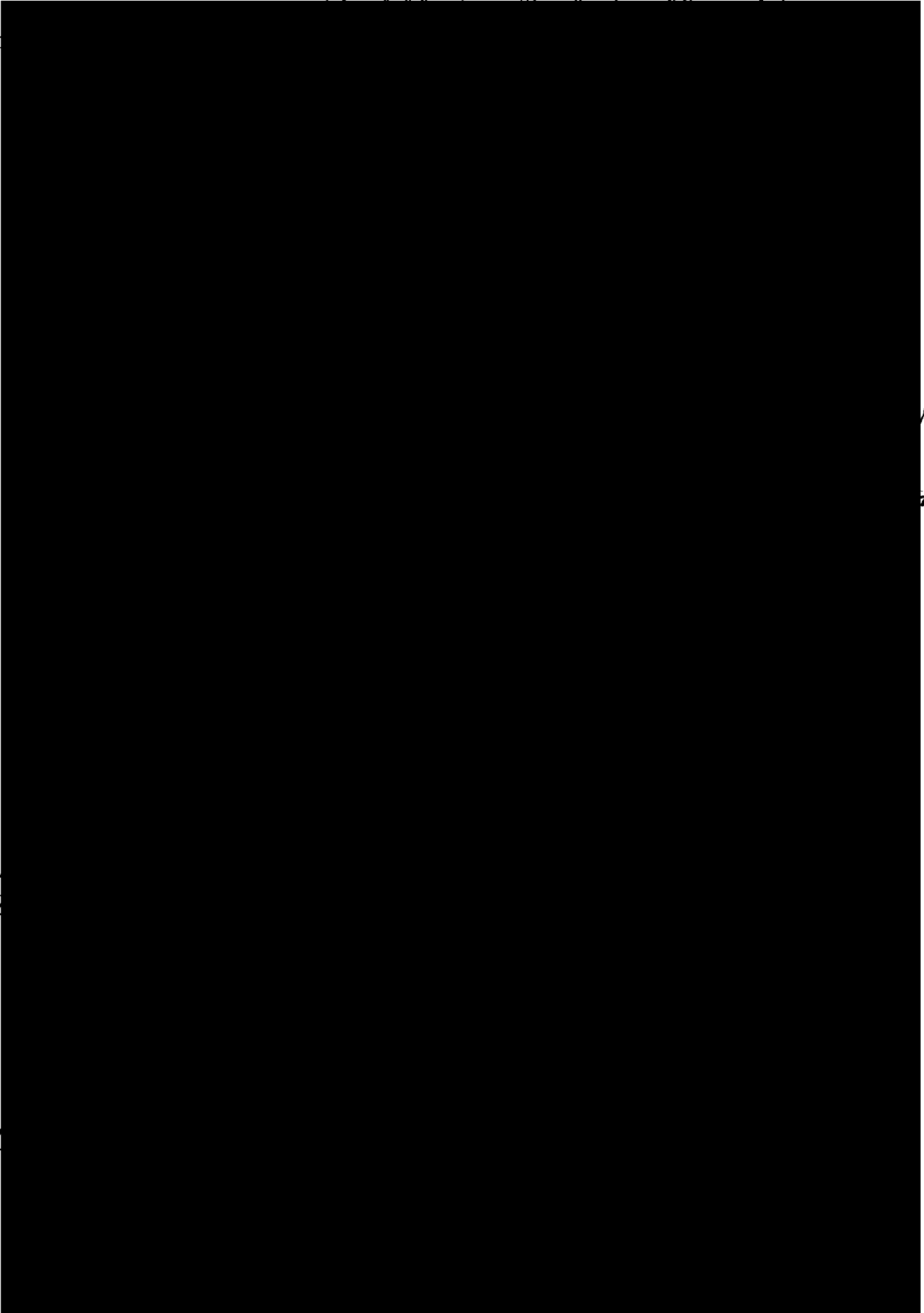
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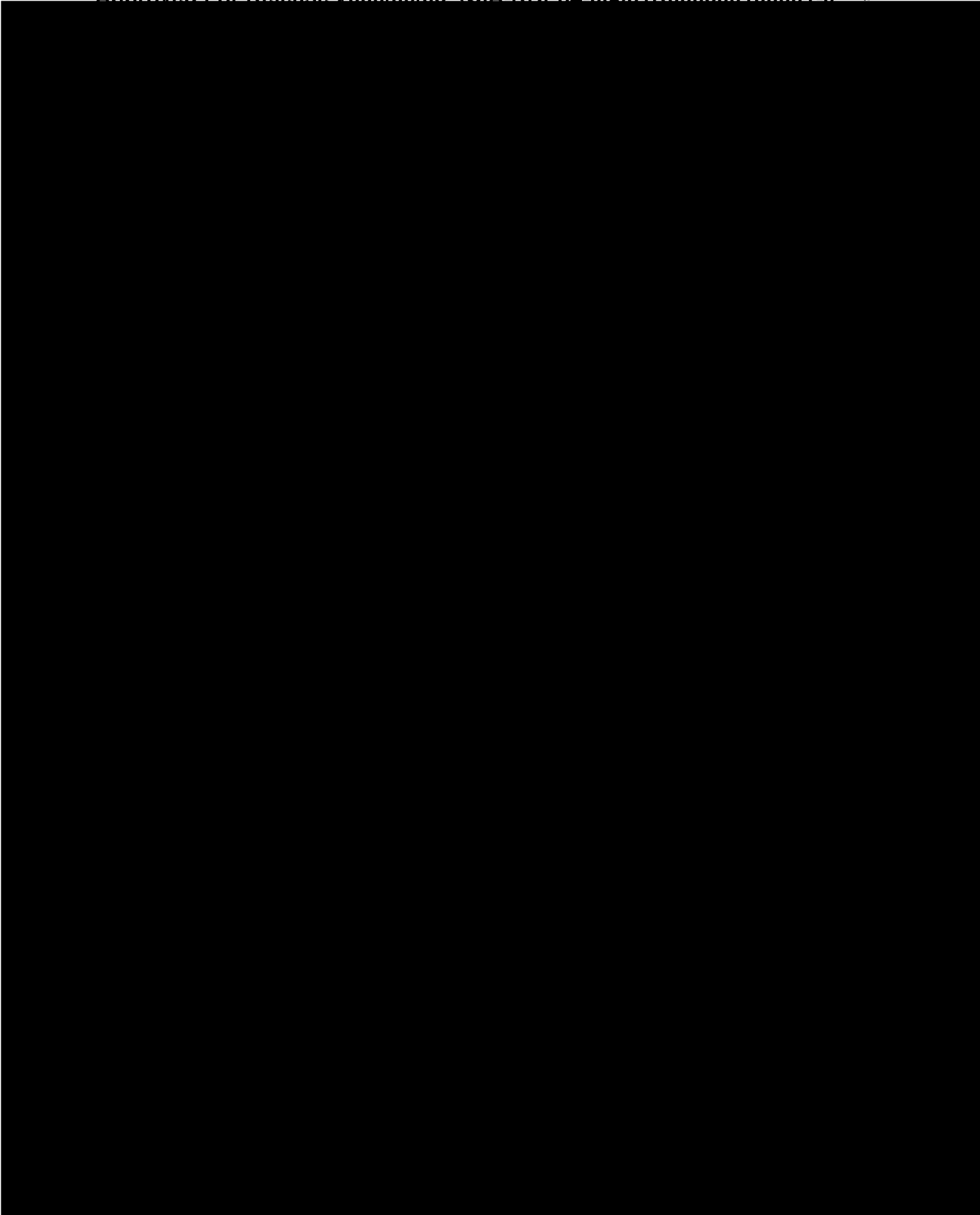
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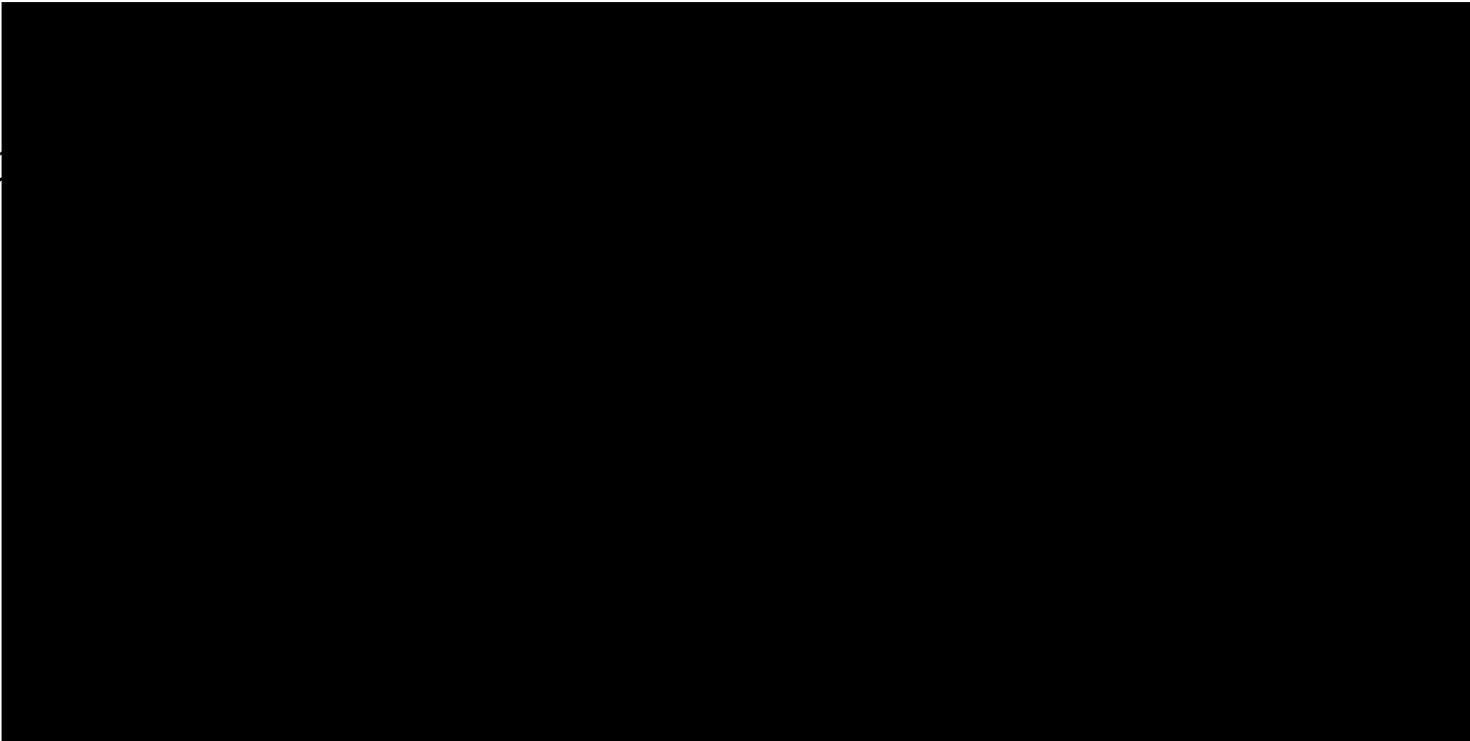


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Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9



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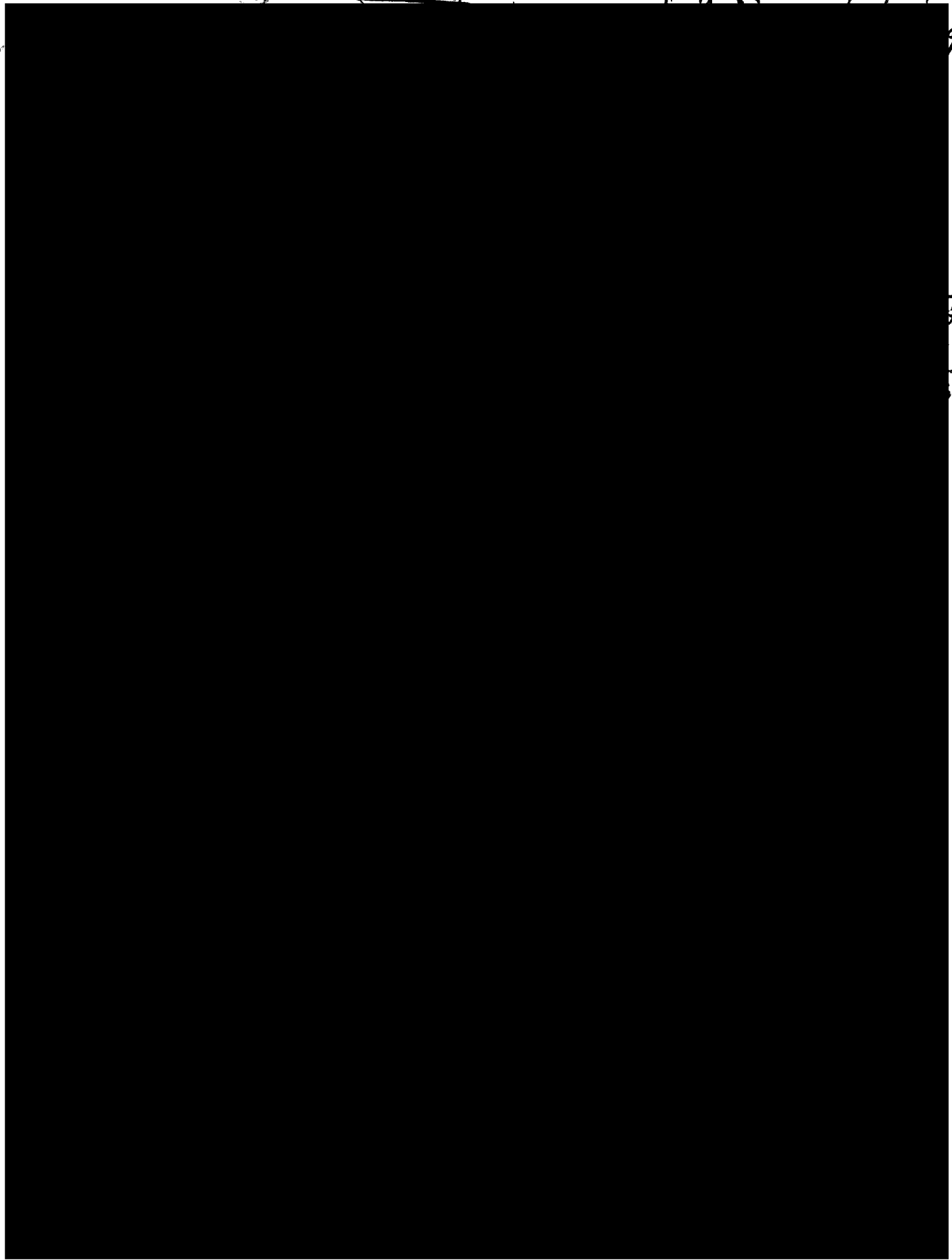


25X1X8

Report

154 83

104 57

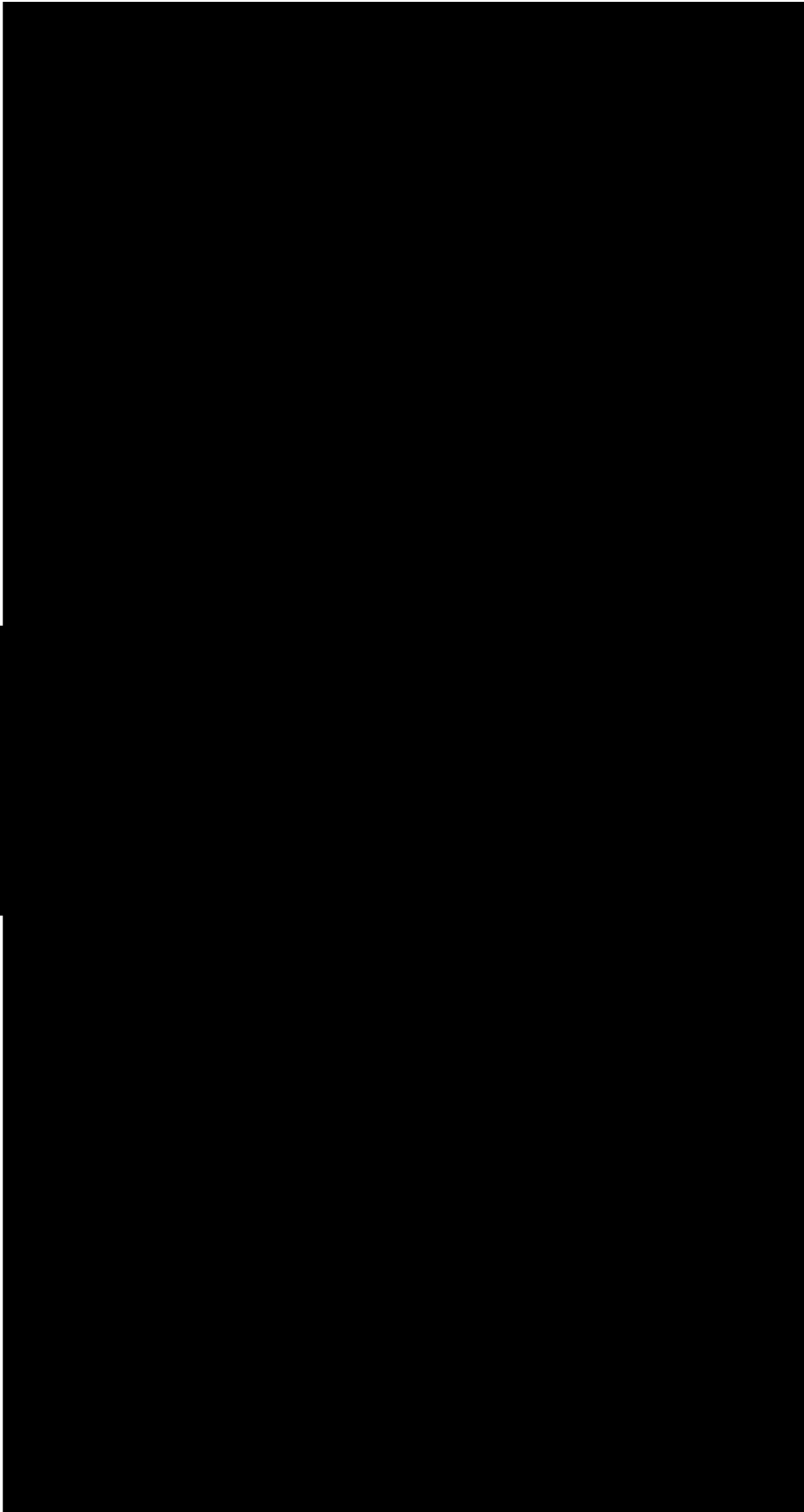


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12

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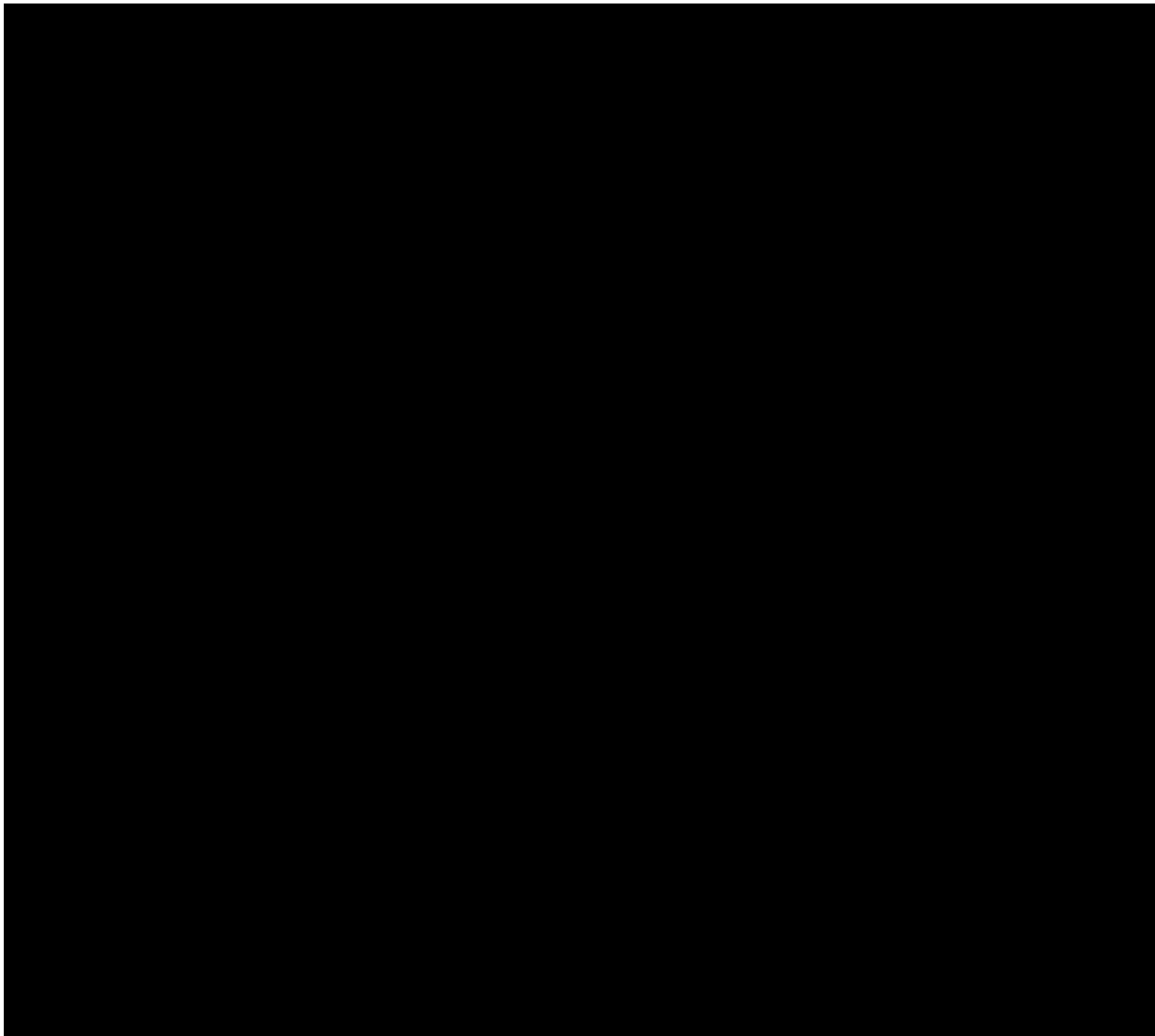
25X1X8



25X1X8



25X1X8



~~in economy was to reduce the indexing of collateral documents for Intellofax by about 25% percent. This was accomplished by increasing the number of documents to be noindexed.~~

25X1A9a

Both [REDACTED] in his 1966 study of OCR entitled

"Choosing the OCR File System" and the 1967 user study group,

25X1A9a

appointed by Mr. [REDACTED] to study OCR's information retrieval services,

~~opted for recommended shallow indexing for most information, but~~

~~in depth indexing in the case of selected categories, such as critical~~

~~areas of the world. level of subject/conceptual/commodity indexing~~

The User Study Group indicated that users requested in-depth

indexing only for military-related subjects in critical areas of the world.

The Intellofax System therefore, in the CRS reorganization of September 1967, gave way to a relatively inexpensive computer-assisted indexing and retrieval system through which CRS could get minimal control over that portion of the document flow that had to be controlled at all. The ISC was replaced by a greatly modified version of the CHIVE Subject Intelligence Code which had a combination of the SR coding scheme and the ISC.

After 20 years of operation the Intellofax System was still unique. It was the only system in the intelligence community that which encompassed all raw and file raw information reports provided machine retrieval to all information reports issued by member agencies ^{USIB} of the intelligence community. It finally brought [REDACTED] logical developments in the computer field, and to ~~air in the field~~

25X1X8

No Foreign Dissem

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification



No Foreign Dissem

Conclusion

No one doubted that the Intellofax System was a high cost operation. Intellofax questions made up only 10-15 percent of the total number of reference questions put to OCR. During most of Intellofax history, an average of 30 people were directly associated with the necessary indexing operations. Another 50-60 operated the IBM equipment and conducted auxiliary operations, such as microfilming and DARE, exclusively in support of Intellofax.

The depth of indexing issue had been with Intellofax during its entire 20 year history. Some analysts ~~complained~~ ^{complained} that they ~~received too many non-relevant references from a machine~~ Intellofax; others took the other side of the coin because they ~~felt~~ that non-specialists without the specific substantive ~~background~~ could not index sufficiently in depth and therefore there was ~~not enough specificity~~ because they lacked substantive background. As with most indexing ~~and declassifying~~ operations there was the constant battle between too much vs. too little.

~~Surveys and user studies during the 1965-67 years~~ ^{CHIVE}

Faced with T/O and budget cuts, ^{in the one hand and expenditure on the other} the Director of

^Central Reference during the 1965-67 years looked at the Intellofax System, ~~as with all other OCR systems,~~ with a critical eye. ~~Surveys and user studies~~ Should there be more in-depth indexing as CHIVE ~~was~~ planning or should there be shallow indexing? ^{WHICH WAY?} Whichever way OCR went, the Intellofax System as it had been operating for 20 years was doomed. ~~The first step~~

No Foreign Dissem

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downgrading and
declassification



No Foreign Dissem

SECRET

STATISTICAL COMPARISONS

Cost and Personnel ✓

25X1A



Intelifax File *

"B" File (1948-Nov60)	7,551,000	(exclusive of ^{separate} extra area file)
"A" File (Nov 1960-J1967)	4,950,000	

Document Images

Aperture Cards	3,778,962
Hard copy documents	2,920,021
Microfilm Reels	12,556

Source Card File * ✓

5,500,000 (app.) cards

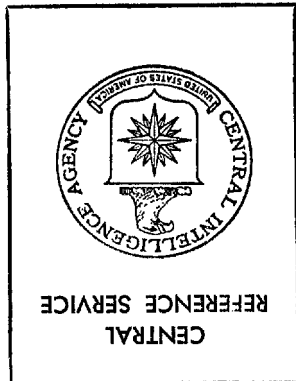
~~Intelifax Input~~

* CRS EDP Support Division, May 1973
** CRS Document and Pictorial Services Division May 1973

No Foreign Dissem

SECRET

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downgrading and
declassification



No Foreign Dissem

SECRET

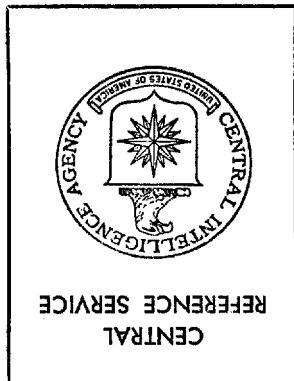
Intellofax Input ✓

<u>Fiscal Year</u>	<u>Nodexed</u>	<u>Indexed</u>	<u>Total</u>
1963	158,205	150,816	309,021
1964	138,862	143,988	288,850
1965	133,319	170,256	303,575
1966	120,112	170,704	290,816

No Foreign Dissem

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification



No Foreign Dissem

SECRET

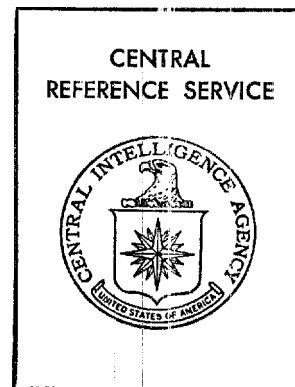
Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9
Intellofax Requests

<u>Fiscal Year</u>	<u>CIA</u>	<u>Non-CIA</u>	<u>Total</u>
1959	<u>1,386</u>	<u>684</u>	<u>2,070</u>
1960			1,900
1961			2,250
1962			2,300
1963	1,519	935	2,454
1964	1,494	877	2,371
1965	1,237	984	2,231
1966	1,356	1,099	2,455

Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9

SECRET

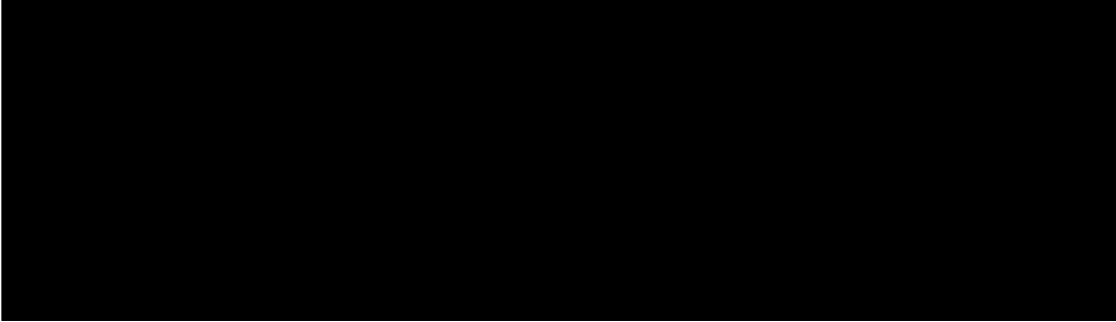
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Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9

APPENDIX C
Intellofax Statistical Summary ^{123/}

25X1A Cost and Personnel



Intellofax Input (Documents)

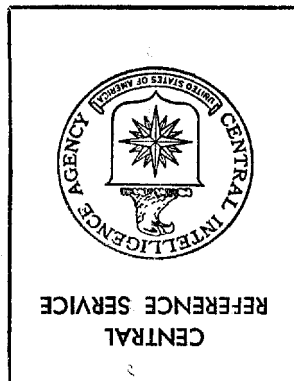
Fiscal Year	1949			105,910	
	1950			196,860	227,106
	1951			220,352	
	1952			220,200	
	1953			227,292	
	1954			207,228	
	1955			182,916	
	1956			235,608	
	1957			261,300	
	1958			207,341	
	1959			193,951	
	1960			259,100	
	1961			298,900	
	1962			288,000	
	1963				
	1965	1,237	994	2,231	
	1966	1,356	1,099	2,455	

<u>Fiscal Year</u>	<u>Intellofax Output</u>	
	<u>References Furnished</u>	<u>Documents Furnished</u>
1963	389,629	128,482
1964	326,911	127,234
1965	310,017	124,389
1966	394,626	101,644

No Foreign Dissem

SECRET

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downgrading and
declassification



No Foreign Dissem

SECRET

Intelligence — ✓
Area files — RD system
~~set~~ Lao, Thailand,
Cambodia, Vietnam, Laos, (China)
cards — to be isolated &
rearranged by area
Machin Div. Monthly Rpt June 66
in FY 66 MD
in monthly
7-187

Finale

No one doubted that the Intellofax System was a high cost operation. Intellofax questions made up only 10-15 percent of the total number of reference questions put to OCR. During most of ^{the} Intellofax history, an average of 30 people were directly associated with the necessary indexing operation. Another 50-60 operated the IBM equipment and conducted auxiliary operations, such as microfilming and DARE, exclusively in support of Intellofax.

Faced with T/O and budget cuts on the one hand and the prospect of expensive CHIVE on the other, the ^{D/CR} ~~Director of Central Reference~~ Reference (during the 1964-67 years) looked at the Intellofax System with a critical eye. Should there be more in-depth indexing as CHIVE was planning or should there be shallow indexing as an economy measure? Whichever way OCR went, the Intellofax

System as it had been operating for 20 years was doomed. →
25X1A9a *

Both ~~██████████~~ in his 1966 study of OCR entitled "Choosing the ~~██████████~~ File System" ^{121/} and the 1967 User Study Group ^{**}

recommended shallow indexing for most information. ^{The} User Study Group indicated that users requested in-depth indexing only for military-related subjects in critical areas of the world. ^{122/}

25X1A9a * ~~██████████~~ Plans and Technology Officer, OCI, chaired a DD/I Study Group. ^{of Agency representatives}
** Mr. Vance established a User Study Group to conduct a study of OCR information retrieval services.

^{121/} ~~██████████~~ 1 Dec 66, sub: Choosing the OCR File System. S. File: ~~██████████~~ Folder Job: 68-487/1

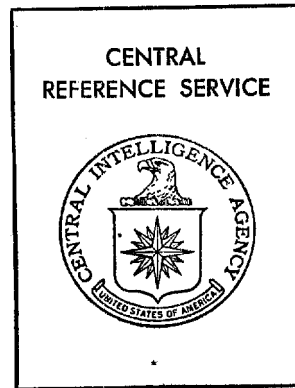
^{122/} Memo, D/CR to DD/I, 14 Apr 67, sub: Re-examination of OCR's role. Attachment A. Summary of User Requirements. S. File: Chrono 1967 Job: 69-

592/1

Even if greater numbers of personnel were used to provide greater indexing depth, the system with the IBM equipment could not cope with the resulting flow of index information.

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No Foreign Dissem



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downgrading and
declassification

SECRET

No Foreign Dissem

Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9

The Intellofax System, therefore, in the CRS reorganization of September 1967, gave way to a relatively inexpensive, computer-assisted indexing and retrieval system through which CRS could get minimal control over that portion of the document flow that had to be controlled at all. The ISC was replaced by a greatly modified version of the CHIVE Subject Intelligence Code, which had been a combination of the ISC and the SR coding scheme.

In spite of the many criticisms levied ^{against} it, ranging from too many references retrieved to too few, the Intellofax System ~~nevertheless~~ was unique. It was the only system in the intelligence community that provided machine retrieval ~~of~~ all information reports issued by USIB member agencies. It finally bowed to the needs of the all-source world in an improved input and retrieval capability of the computer.

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~~SECRET~~

No Foreign Dissem

CENTRAL
REFERENCE SERVICE



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declassification

SECRET

No Foreign Dissem

Impact of CHIVE on Document Division

including the Branch Chief

In October 1964 four Analysis Branch analysts were
for 9 months *varying by the 7 June*
detailed to CHIVE for the so-called "October indexing experiment".

By 1965

had been permanently assigned

*also
4/1/65*

" Curtailment of OCR Activities for CHIVE " Memo from Vance to DD/I CONF
28 Sept 65 (in CHRONO 65 Box 71-21/1)

- a. Reduce indexing of incoming collateral documents for Intellofax by about 25%. This will be accomplished by greater selectivity of specific items to be indexed. As we index about 60% of collateral items received now, we would be ~~reducing~~ reducing this to about 45% over the coming year, until we can hopefully develop a Key Word in Context (KWIC) index to pick up the slack.
- b. Reduce dissemination of incoming documents by (1) eliminating some duplicate hard copy dissemination of special intelligence reports by specific series, (2) eliminating the dissemination of FBIS rejects to components of ORR and (3) seeking to reduce lower priority dissemination requirements of the various components of the Agency.

Continuing the program to transform OCR to an all-source service role, the D/CR announced the creation of three new divisions to be reconstituted from the Machine Division, Special Register, Document Division and a portion of the CIA Library. ~~DD became D/CR~~ The dissemination

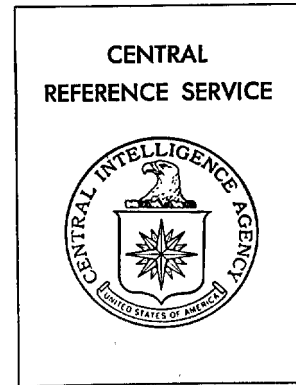
25X1A9a functions of DD ~~became~~ constituted the Dissemination and Files Division, whereas the indexing functions joined the new Indexing and Services Division ~~(under M. Rice)~~

25X1A9a

CR 1-4
23 Sept 66

CONFIDENTIAL

No Foreign Dissem



CONFIDENTIAL

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declassification

"Dr Delivery System" - 11 Jan 67
memo from Grant to D/CR
(in Chron 67) Admin -
Internal Use

25X1A9a

SCAN Intellograf Retrieval
referred to in
memo from [redacted]
Contribution to CODIB Annual Rpt
14 July 67
in CODIB 69-592

APR 21 1967

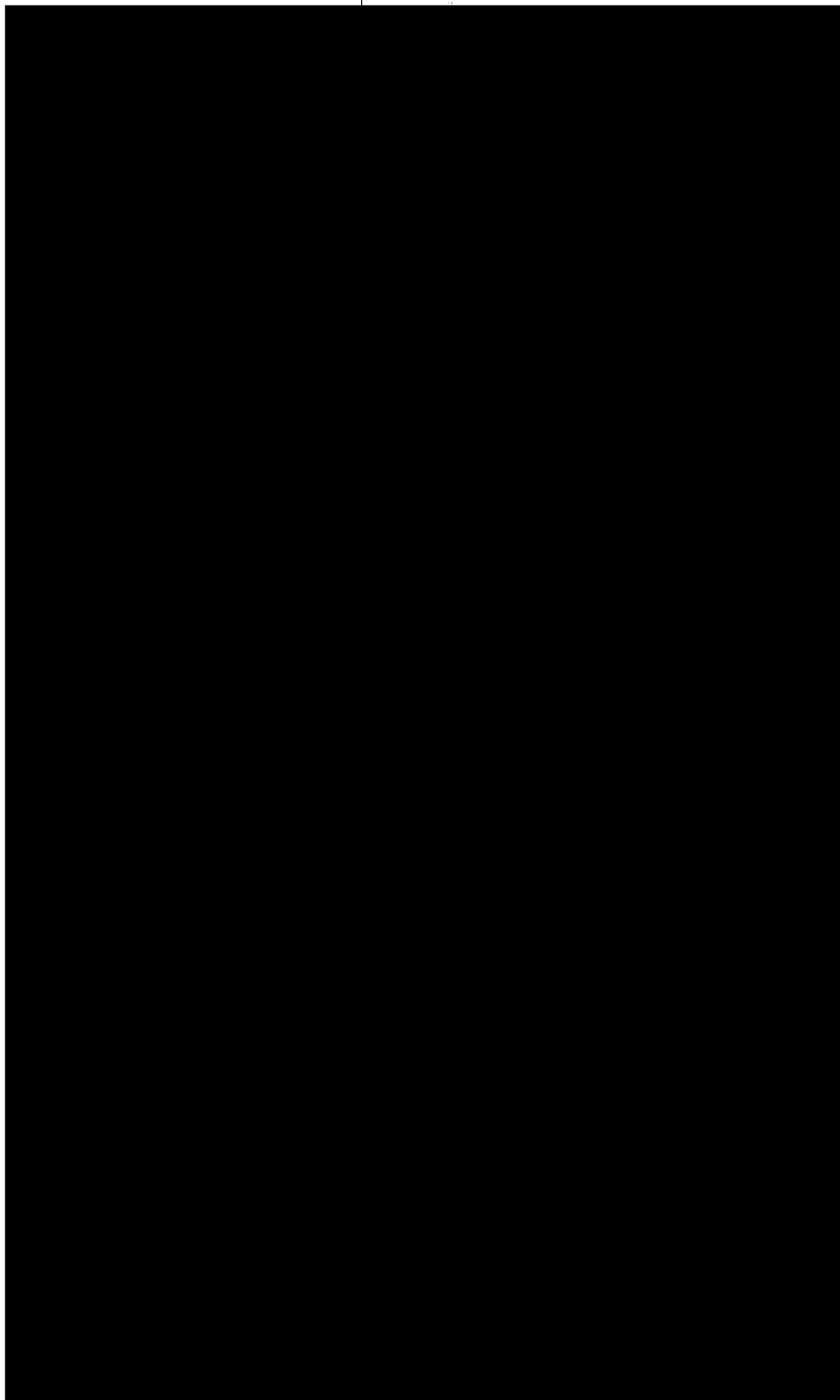
memo from Halbrun to D/CR
"Stan Test" Conf 23 Feb 67
only a member of it
25X1A9a

reference to [redacted] USAF
see DIA [redacted] [redacted] Mar 67
only page is in Chron 67 69-592

Attachment 66 - NoD accounted for
1005 of 1128 Nov - CIA Intell. systems.
3 14 Mar 67

DDI - 0/66-67 - 31 Mar 67
from [redacted] for "Intell. systems" support
for "Production in state" support

25X1A9a



SECRET

Intellofax Criticism

✓
p-2
The greatest number of expressed criticisms of the OCR support activities can be related more directly to collateral document retrieval (Intellofax) than to any other single "subsystem" (Briggs paper to Acting AD/CR, dtd. 3 May 65 "Proposed OCR Organization Group B" in Chrono 1965 Box 71-21)

Group A
and Group B
A proposal to reorganize so that special ~~indexing~~ intelligence indexing be removed from SR and combined under one management with Intellofax (Document Division) indexing was not considered feasible as a pre-CHIVE action. (see Briggs paper above)

25X1A9a

[Redacted] "Transmittal 9"

Views on OCR's Doc. Handling Capability" 3 Jan 58
(prepared at request of AD/CR Board of CRA G 3-58, 17 Jan 58)

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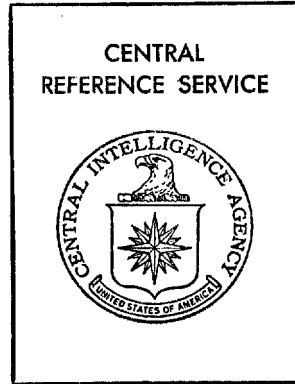
GROUP 1
Excluded from automatic
downgrading and
declassification

✓
Intelifax is a high cost operation. Intelifax questions make up only 10-15% of the total number of questions put to the information section of the Iy. Some 30 people are directly associated with the necessary coding operations. Another 50-60 people operate the IBM equipment and conduct auxiliary operations exclusively in support on Intelifax. While I. questions make up a small percentage of total requests, these result in turning up a large percentage of the total number of references given to users. One-half the searches made yield in excess of 100 references which are relevant to the question posed.

Some of the difficulties of the I. System are inherent in the scheme of things

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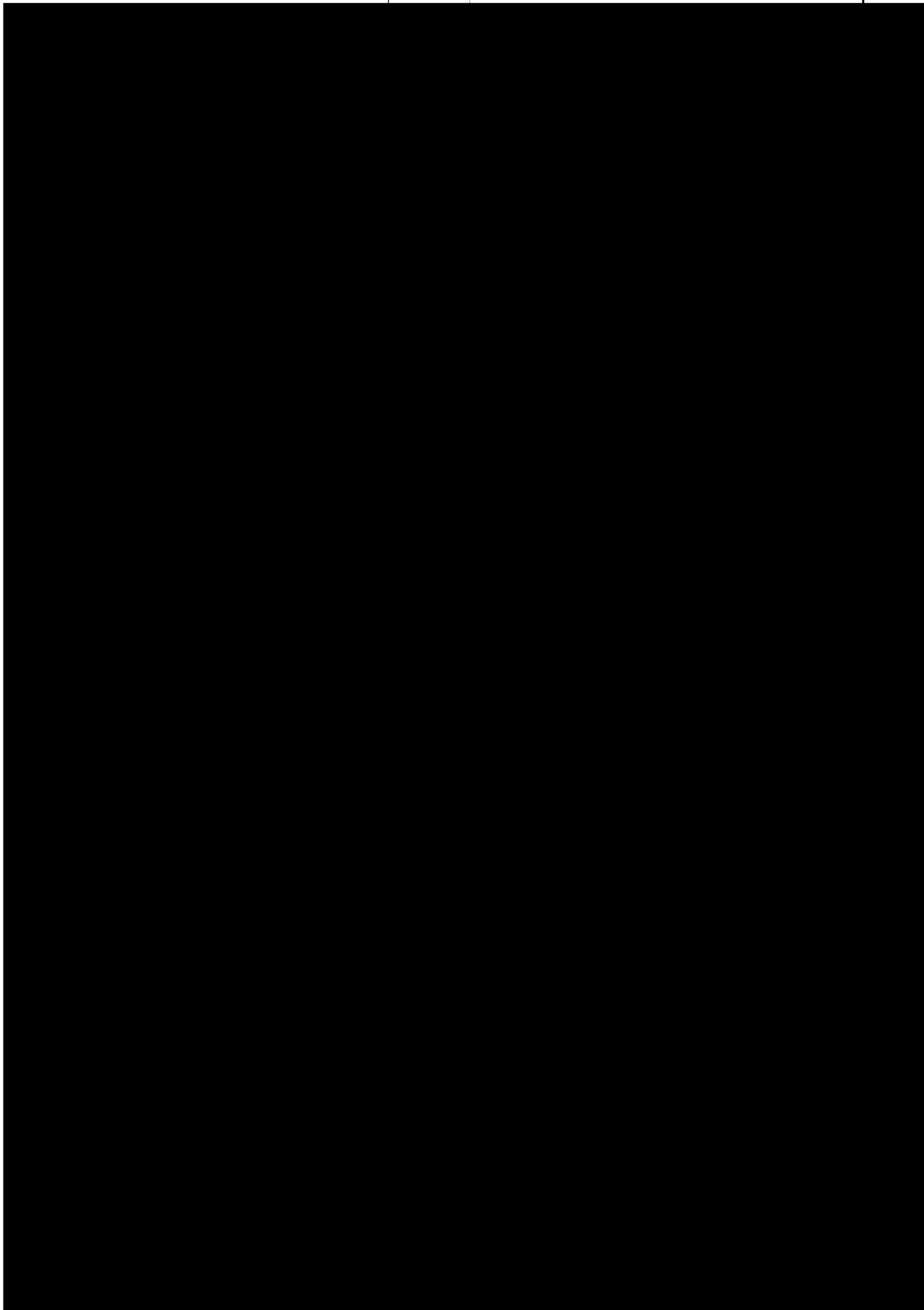


GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

No Foreign Dissem

25X1X8



Vertical text on the right edge of the page, appearing to be bleed-through from the reverse side. The text is extremely faint and difficult to decipher, but appears to be organized in a list or table format with multiple columns.

MD

Approved For Release 2000/09/03 : CIA-RDP84-00951R000300100001-9

Working closely with OCS

April 66 Monthly Rpt

71-18/1

OCS programmers have added a subject code validity check to the Intel. computer program & revised the program to reduce tape preparation time on the computer from 1-2 hrs. to less than 15 min. Addition of the subject code validity check has eliminated approx. 1 hr. of work on Intel files in IBM equip.

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Refined

Along with the changes in input and systems design in the Intellofax System in the 1960's came ~~the~~ improvements in the equipment used in the various facets of the System. MD continued its efforts to find technological innovations that seemed to hold promise for a better system. Some proved successful; ~~whereas~~ others did not.

Final

An IBM-type 108 card selector that operated at 1000 cards per minute and two IBM 088 collators that operated ^{at} speeds ^{of} up to 1300 copies per minute were installed to replace slower machines. The card input portion of the Intellofax System was programmed in 1964 for an IBM 1401 computer, and this part of the operation was performed in ^{OCS} the Office of Computer Services, producing a significant savings in manpower and faster input. Of particular significance was the extent to which the computer was used to generate the contents of the files and ~~the~~

Final

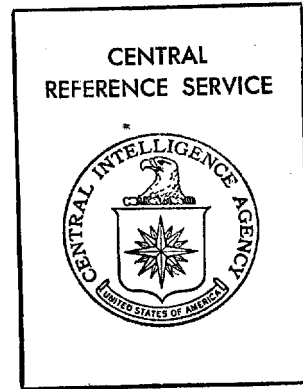
Jan 1962
MD replaced the Intellofax Tape, which had been a folded tape since its inception in 1950, with a cut-sheet booklet. The requester's name and address appeared at the bottom of each citation. This was to encourage the requester to submit the citation when requesting a copy of the document and thus simplify the library search. It also expedited the tape preparation because the number of processing steps ~~was~~ was decreased.

Improving Document Retrieval System, Meeting 28 Mar 62 FOUO
File: Machine Division 1962-63 Job: 65-413/4

personnel came to the conclusion after much investigation that electrostatic printing had progressed to the point where it could truly be

~~SECRET~~

No Foreign Dissem



GROUP 1
Excluded from automatic
downgrading and
declassification

~~SECRET~~

No Foreign Dissem

1 July 1963 for the development of a print-out machine that would enlarge the DARE image to approximately original document dimensions and provide a positive print by an electrostatic process. In the meantime, MD's Photostat Expediter was adapted and used until the Xerox machine was available in November 1964. MD's Equipment Services Staff also developed a Viewer-Selector for magnifying and selecting DARE cards.

Full realization of the potential of the DARE System required the resolution of other problems, some of which involved inter-Agency cooperation. Problem one was the development of "meaningful" control numbers for incoming documents. ^{Defense Intelligence Agency (DIA)} ~~MD~~ adopted a 10-digit meaningful number with the Agency's establishment in January 1963. Through the efforts of a special OCR study group, ^{801/} ~~the~~ EIA reporting components began to assign a new 10-digit number on 1 July 1964. State remained the significant hold-out, as in the past (see page 56), and ~~the~~ ^{DD} Document Distribution continued to assign numbers to incoming State reports. (State still does not comply as of 1973.) Problem two concerned the standardization of quality and format of indexing documents, ^{also venerable,} ~~also a venerable problem.~~ ^{***} The adequacy of the first page

* See Intellex Procedure Manual 1964 for complete list of 10-digit control numbers. ^(u) (Intellex Procedure Manuals in Intellex Historical Files in ISG)

** The effective date was set at 1 July 1964 in order to permit DD/P's large-scale machine operation, Project WALNUT, to revise its programs to accommodate the new 10-digit control number.

*** The history of this effort is well summarized in CODIB-D-78, which cites 37 other CODIB documents on the subject. ^{101/} ~~MD~~ CODIB-D-78, 7 Mar 61, sub: Common Format for State Department Foreign Service Reporting and Related Problems. C. in CODIB 1961 64-241/1

99/ Memo, Chairman DARE Committee to AD/CR, 19 June 64, sub: Scan Size on

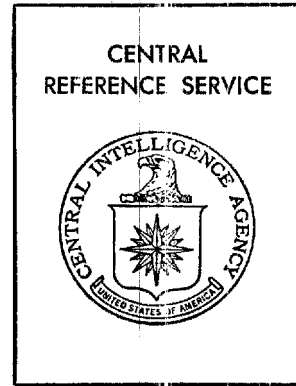
Xerox DARE Printer. C. (in DARE Folder. 68-487.3)

101/ Memo, Chairman DARE Committee to C/DD, MD, and Library, 10 Oct 63, sub: Appointment of Study Groups for DARE Project. S. (in DARE Folder 68-487/3)

102/ Memo, Chairman DARE Committee to AD/CR, 21 Jan 64, sub: Control

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the film in aperture cards for a total aperture card file, and CIA would return an aperture card to the participating agency where required. CIA's services of common service were outlined as: (1) central IAC source file, (2) central IAC control number file, (3) central IAC aperture card file, (4) Intelifax subject card file, (5) Intelifax tapes for all agencies on request, and (6) print service from central aperture files on request.

This plan also included a common numbering system, a prerequisite to any systematic cooperative IAC library program, and a common document format. By September 1956 all the IAC agencies except for State, which to ~~the present~~ ^{68/} date has never agreed, had adopted a common control number system. In OCR this seven-digit control number served as a filing device for the aperture cards and for the source cards. The IAC also adopted a modified common intelligence document format with uniformity on masthead, size of paper, and color. AHIP working groups devoted many hours to the agreement and final adoption of the common numbering system and format. ^{69/} The other aspects of the plan, ~~were~~ ^{however,} never more than a dream.

(1) Revision of the ISC
 In late 1955 the Air Force completed its revision of the 400 chapter of the ISC, and it was adopted by both CIA and the Air Force. The Army Working Group submitted to CIA a ^{CSI} Subject Code draft, ~~containing~~ ^{which was not accepted because it} detailed revisions and expansions of the entire ISC with emphasis on the military, scientific, and

meaningful

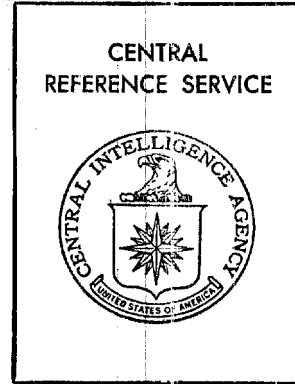
* A 10-digit control number system replaced the seven-digit number in 1963/64 ^{see page 77}

(2) /AHIP-H-25, 19 June 56. C. (in AHIP 1955-56 58-98/5)

(3) /AHIPOM-28, 16 Aug 56. C. (in AHIP 1955-56 58-98/5)

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Chairman of


(DAD)
Deputy Assistant Director /OCD, and

AHIP, in August 1955^{65/} called to the attention of the committee members that the Clark Task Force on Intelligence Activities of the Hoover Commission had recommended that "all departments within the Defense Establishment and the Department of State adopt the single index system based on the Intelligence Subject Code now in use by the CIA and Air Force libraries." Seen thereafter A-2, G-2, Navy's Office of Naval Intelligence (ONI), and NSA endorsed the ISC for adoption and use by the intelligence community. At the same time they established working groups for the revision of pertinent sections of the ISC. State Department's answer was typical:

"Theoretically, a uniform classification code for intelligence documents is highly desirable, but the Department cannot substitute its own classification code which encompassed more than subjects of intelligence interest."^{66/}

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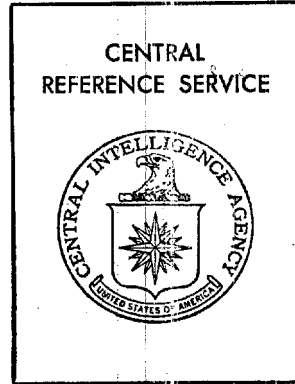
Utopian

In the meantime,  proposed a plan for an integrated documentation system prior to the implementation of MINIGARD, if accepted. Each agency would index its own documents according to the ISC, CIA would prepare the punched IBM cards for the central Intelifax file and would return source cards to the originating agency. Each agency would film its own documents, CIA would mount

- 65/ - AHIP-M-7, 1 August 55. C. (in AHIP 1955-56 58-98/5)
66/ - AHIP-A-9, 15 August 55. C. (in AHIP 1955-56 58-98/5)
67/ - Moresau to Members of AHIP, 26 Sept 55 (Folder AHIP 1955-56 58-98/5)

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In April 1956 ^{MD} the Machine Division was given permission through an inter-agency agreement to furnish NSA with a film copy of all material received and microfilmed by OCR, with the exception of CIA Internal Use Only. IBM punched cards were also furnished for control purposes so that NSA could prepare its own aperture cards.

This agreement, which is still in effect in 1973, has saved duplication on NSA's part in the photographing of documents. ^{GH/}

Toward the end of 1959, OCR began to receive from the Army, Actifilm copies of single-copy documents with enclosures, to test the feasibility of interfilming this material with OCR's aperture cards, thus avoiding ~~the duplication~~ ^e in filming in both Agencies. MD's experiment with this system proved successful and all Army Actifilm was accented for input to Intellofax.

Cooperation with the Air Force in the use of the ISC included CIA's willingness to provide a training program for Air Force personnel in the use of the classification scheme. Thus in July 1954 the first Air Force analysts participated in the Analysis Branch's training program--a program ^{that} which grew and continued until the Air Force was able to index and retrieve information from its MINICARD operation. During the late 1950's more than 150 Air Force indexers and disseminators were trained. As the ISC became more widely known and accepted throughout the community (after all, ISC subject and area codes were appearing on many printed documents) and as the word spread about CIA's formal training program, analysts from other defense agencies were also enrolled in the class, which usually lasted 3-4 weeks for complete indoctrination in the ISC and the whole Intellofax System. ~~Similar~~

informal

This exposure to CIA's Intellofax System and the Defense agencies' acceptance of the ISC as the best available classification scheme resulted in urgent requests for copies of the ISC. The first official printed version for outside consumption appeared in 1954.

^{GH/} Memo, C, MD to C, Operations Staff, 3 Aug 56, sub: Services Rendered to Outside Government Agencies. U. (in Policy 56 & 57 60-139/1

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CENTRAL
REFERENCE SERVICE



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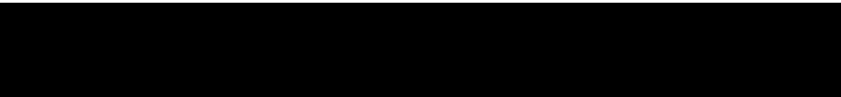
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g. The Intelligence Publications Index ~~SECRET~~ *


Equally as important as the Intellofax System in the history of OCR's document and indexing schemes was the ^{IPI.} ~~Intelligence Publications Index~~. Because the IPI was actually a corollary to the Intellofax System, its history is dealt with ^{here.} in ~~this section.~~

*to add
to already
p. 1*

Although the Intellofax System ^{had} included finished intelligence documents since early 1949 with a special "fin Intell" punch ^{added} to the IBM card, OCI made a strong plea in 1951 for a ^{separate} printed index of finished intelligence studies. ^{The} ~~OCI's~~ request was all-encompassing and included intelligence studies and featured articles in intelligence periodicals, up through Top Secret, published by ^{Intelligence & Security Committee} IAC agencies; certain subordinate commands 

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Library personnel made trips in November 1951 ²⁴ to the New York Times and to H.W. Wilson Co. to review their ^{respective} indexing procedures. ~~She~~  was ultimately recruited from Catholic University, where she had been involved in the preparation of a Readers' Guide type ^{of} index. One of her first tasks as chief of the Editorial Section of the Book Branch of the Library was to prepare a prospectus to the Index to Intelligence Periodicals. Issued in October 1952, it listed ^{to} ²² as purpose:

To establish a current, continuing, cumulative, subject index to articles and studies contained in a selected list of the more important intelligence periodicals heretofore not covered by cumulative indexing.

Frequency was to be monthly ^{with} and ~~cumulated~~ ^{accumulations} semi-annually or annually.

* A full set of the IPI is kept on file in the CRS Document Library. 52/Memo, C, Analysis Branch to Chief, CIA Library, 17 Nov 51, sub: Trip to New York, Nov. 13-14, 1951. U. (in IPI Historical Folders in CRS Historical Files)

53/I Prospectus for Index to ~~SECRET~~ Intelligence Periodicals, October 1952. S. (in Op. cit., 52 above)

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* M... has been in charge of the G-2 Library in Vienna for 2 years

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... in the Library
... who had reported for duty on 9 February
1948, took over from ... in mid-1948 as Chief of the
Analysis Section (formerly Classification Unit),

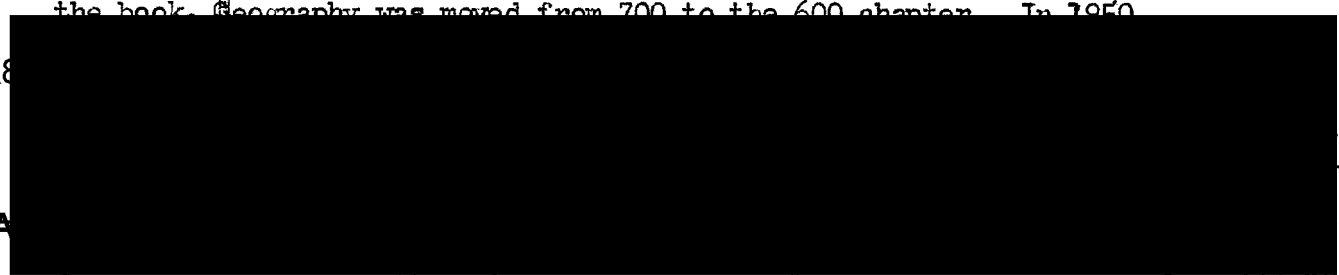
(She remained head of the input or classification effort for
the Intellofax System almost 20 years, until the demise of the
system at the end of 1947.) During the first 5 years
she worked closely with analysts of ORE,

and (OSI) in the continuous revision process, during the first five
years, to ensure more effective organization of the information in
documents. These research analysts pointed out deficiencies in
certain subject fields and suggested appropriate changes. Most
suggestions benefited and improved the ISC; others reflected only
parochial needs of insistent and narrow-in-outlook requesters who
raised their subject specialty out of all proportion to the entire
scheme of knowledge.

The latter type of
requester made one section of the ISC look ridiculous: the
subject code for Plant Pathology (632.4) was subdivided into
68 different codes for wheat, rye, barley, oat, and miscellaneous
crop diseases, with the names in English followed by the scientific
term in Latin.

The 1949 ISC resembled the original 1948 edition
only in the eight major chapter headings. Within each chapter
much restructuring took place. A new heading for Communism was added,
and the 114 section became the most widely used and remembered throughout
the book. Geography was moved from 700 to the 600 chapter. In 1950

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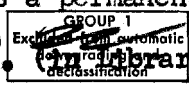


and scientific sections were woefully weak. It was decided to prepare a list of subjects ^{that} ~~which~~ would include those contained in the BID, the Navy Monograph Guide, the abridged Dewey ^Decimal system used by the State Department, and for scientific subjects, the Voge Classification, prepared ~~and used~~ by the Joint Research and Intelligence Board (JRBD). *Mr. [redacted] had been Librarian with the Foreign Documents Division of the Office of Operations until he transferred to the Intelligence Documents Division in June 1947.* ~~Mr. [redacted] and [redacted] made visits to the parent organizations using these classification schemes.~~

By August 1947 ~~[redacted]~~ Classification Unit of ~~8~~ ^{eight} ~~3~~ ^{three} people had completed a general framework of an ~~all inclusive~~ ^{25X1A9a} classification schedule with the assistance of ~~[redacted]~~ ^{25X1A9a} ~~[redacted]~~, a classification specialist from JRBD, ~~[redacted] (OCD tried un-~~ ^{25X1A9a} ~~successfully to recruit [redacted] as a permanent employee).~~ The major subject categories included Army, Navy, Air, Political, Economic, Sociological, Scientific, Geographic, and Biographic. On 22 August a familiarization meeting was held with duly appointed representatives of the three services. The participating IAB agencies agreed to develop and/or revise their respective military categories in the BID. To those categories would be added the CIG contribution, consisting of the non-military subjects. Because the War Department was not inclined to change the numbering system of the BID (~~8~~ ^{eight} digits), it was to be used as the nucleus of the new classification system. ~~25X1A9a~~ ^{25X1A9a} (FDD)

25X1A9a
25X1A9a
25X1A9a

unnecessary
* Mr. [redacted] had been Librarian with the Foreign Documents Division of the Office of Operations until he transferred to the Intelligence Documents Division in June 1947.
* OCD tried unsuccessfully to recruit [redacted] as a permanent employee.
25X1A9a
11) ~~25X1A9a~~ Intelligence Document Division (Library)
Monthly Status Report 28 Aug-28 Sept 47, ~~25X1A9a~~ (Library 1947-48
58-98/1)

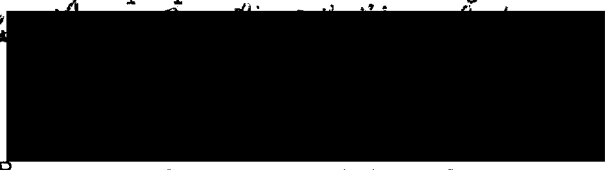


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c. Indexing Schemes

(1.) The Intelligence Subject Code (ISC)

In conformity with ^{the} ICAPS wishes, steps were also ^{also took steps} taken by the Central Index to prepare a unified subject classification scheme.



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July 1947:

Although the Reference Branch has taken the initial steps in the direction of establishing central indexing and filing procedures, any unified acceptance of the end product of these investigations will depend upon joint action of IAB and CIG representatives and the agencies' final acceptance of the system decided upon.

[Intelligence Advisory Board]

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On 14 July 1947 Theodore D. Wagner entered on duty as Chief of the Classification Unit of the Intelligence Documents Division to work with the Central Index in developing a classification schedule for CIG.

It was soon evident that the War Department's Basic Intelligence Directive (BID) devised during World War II for collection purposes (although it had been used for classification of documents in the G-2 Library in Vienna immediately after the war) was not adequate. The subjects listed in the BID were not sufficiently comprehensive to cover the wide range of subjects in intelligence documents because it had been devised for Army purposes only. The economic, political,

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memo, 7 July 47 (2, above)

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the Central Intelligence Group (CIG) and its successor the Central Intelligence Agency (CIA)

1. Early Developmental History

a. Objectives

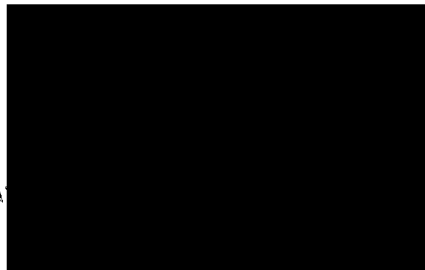
In providing a central reference service to CIA and as well as to the intelligence community, the early managers of the Agency recognized the need to develop a machine capability for indexing and retrieving; a staggering quantity of intelligence documents. The resulting Intellofax System was unique--no other government agency, no university or library, and no commercial firm had anything of its type in operation. The name was coined, in 1949, by Dr. James M. Andrews, the first Assistant Director of OCD, to describe the system that combined IBM and facsimile reproduction techniques for intelligence documentation purposes. Later, Intellofax became a household word not only as an adjective (the Intellofax System and the Intellofax files) but also as a verb form (intellofaxed and intellofaxing for the indexing aspects).

The actual authority for establishing the Intellofax system appeared in ~~Office of Reports and Estimates (ORE) Instruction~~ *in July 1947*

~~25X1A9a~~, entitled "Functions of the Reference Center," dated ~~25 July 1947~~

~~ADRE~~, Assistant Director of ORE, charged the Central Index

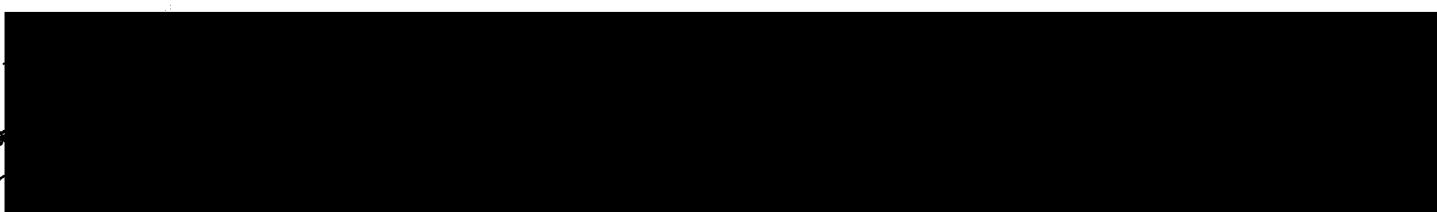
25X1X8 and the Intelligence Documents Division.



- (1) index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature and
- (2) ~~classify and catalogue all intelligence materials of a foreign intelligence nature to the CIG.~~
- (2) classify and catalogue all intelligence documents of a foreign intelligence nature, to CIG.

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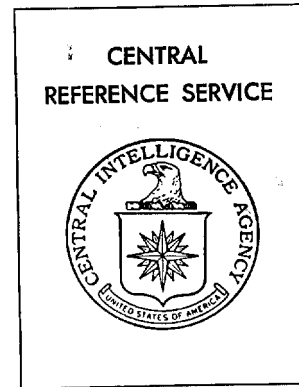
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not

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Library Organization

Brief Operational History 1946-48

31 Dec 48

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[redacted] Admin / CD

in "CD" Hist & Annual Rpt

1947-48 V 190 ~
59-87511

1947 1 Jan Ref. Center by order ORE & AYIN
3 sub-joint people on duty

9 June 47 -

[redacted]

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1 May 1948 - OCD CIA Library

Reference Div
1947 - 1 person
Dec 48 - 14

Bibliog. Div. *activated at 48 to coordinate*

Catalog Section Feb 48 ✓
Analysis - Mar ✓

Field Survey Div

May 48 CIA Archives Div (formerly Central Records)

May 48 Distribution Div (formerly Dup & Dist. Section Central Records Div)