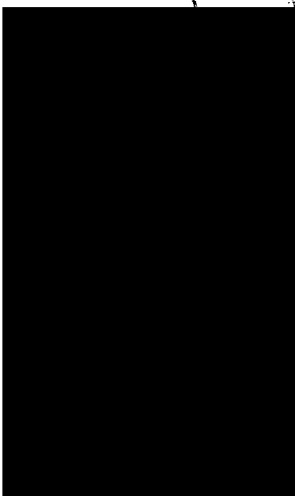


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3. The Abstracting Program

Dr. Andrews was very proud of his central reference facilities, and by late 1949 he felt that OCD was on the track of a "far more effective solution to providing analysts with quick retrieval of intelligence information than has ever, anywhere, been achieved before." He devoted 32 pages to a definitive description of the Intellofax System, entitling his monograph "Central Reference Facilities. Status (1 November 1949) and Objectives." (He had prepared this paper at the

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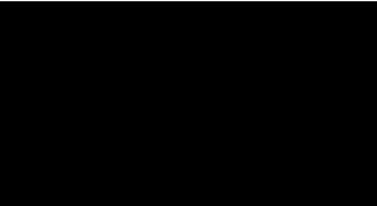


The Table of Contents is indicative of the complete coverage of his subject:

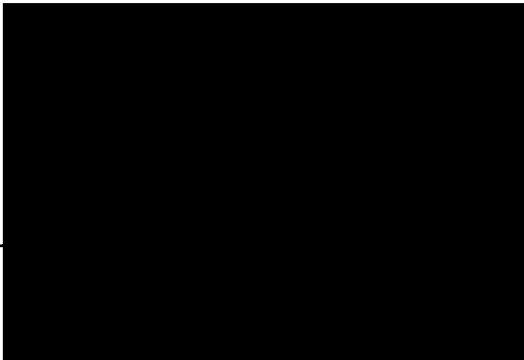
- Summary
- Glossary (of Intellofax terms)
- Magnitude of the Problem
- Classification Scheme
- Intellofax System
- Index Files
- Abstract Files
- Highly Specialized Reference Problems

In his usual dynamic approach, Andrews had briefed specialists in ORE on the potentialities of the Intellofax System and how analyst participation in the growth of the file would benefit the system and therefore the whole agency. In other words, he was asking analysts if they would like to contribute coded abstracts to the

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He stated that only the specialist could decide



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Abstracting

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which <sup>were</sup> ~~are~~ the important documents bearing upon his field of specialty and on <sup>the</sup> ~~the~~ specialist could write competent abstracts of such documents. His first approach was to the NEA Division of ORE because he knew the Division Chief ~~well~~. In <sup>25X6</sup> January of 1949 the ~~██████████~~ desk began <sup>25X6</sup> selecting and abstracting the most important documents on ~~██████████~~. The assumption was that if the system could be made to work satisfactorily for one area, then it could possibly be extended to specialists on other areas. OSI also commenced <sup>25X6</sup> operations on a trial basis in February, and the ~~██████████~~ desk of ORE <sup>followed shortly thereafter</sup> in March. <sup>History repeats</sup> ~~itself. During 1972/73 the GCI area~~ ~~██████████~~ <sup>25X6</sup> ~~██████████~~ <sup>area</sup> of GCI is providing input to CRS's AEGIS <sup>(?)</sup> computer system on an experimental basis. OCD meanwhile continued to write abstracts of a table of contents type for publications covering a wide variety of subjects and areas. On pages 23 and 25 of the Intellofax study, Dr. Andrews provided samples of OCD, ORE and OSI abstract cards. A so-called contributor code was punched into column 21 of the IBM card so that if a specialist ever wanted to retrieve only his own abstracted material, he could do so.

The two desks in ORE providing these abstracts

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told Dr. Andrews that the abstract files were proving exceedingly useful and that the process of writing abstracts had in itself yielded a <sup>u</sup>number of unforeseen but highly valuable ~~by-products~~, <sup>For instance,</sup> ~~such as:~~ (a) time was saved in producing weekly and monthly summaries, a carbon copy of the abstract or Transmittal Sheet was filed in folders in a strictly chronological order and provided the desk chief <sup>with</sup> a fully documented history of day-to-day events in the two countries, (b) training of junior professionals was improved, speeded up and thoroughly locked into the production system by the assignment of writing abstracts, (c) technically difficult reports no longer went into the "hold" basket, but were analyzed, researched and abstracted, (d) file space was saved, because the abstract could replace the original report.

Much as he had fostered and approved of the abstracting program, Dr. Andrews became concerned about the rapid growth of the abstract files in Intellofax. By the end of the year there were 18,047 abstracts ( [REDACTED] ) and they were growing at a staggering rate. <sup>26</sup> He warned that each extension of the system to a new group of specialists involved difficult adjustments, revisions and expansions in the classification scheme, required more typists and could be accomplished only by day-to-day hard work. How true!

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~~\_\_\_\_\_~~ spent a large proportion of her time in 1949 and 1950 working on changes and expansions of the ISC to satisfy the needs of these new contributors. Area codes for three of the Near Eastern countries were expanded to take care of provincial divisions. This later created some problems because they were never used for retrieval in the Intellofax System.

Dr. Andrews concluded the Summary to his study with these pertinent words:

*ml*

Because of the selectivity being exercised in building up the abstract files, we are forging a tool which in years ahead will enable us to drain off from the Library those documents which are of scant importance, thus making room for the current inflow and ensuring that reports of real importance are held available. It is quite possible that the central reference system being built by CIA will ultimately prove the most important central intelligence service which the Agency provides.

The abstracting program mushroomed from its beginnings in 1949, reaching a *peak* ~~crescendo~~ in the early 1950's. *After desks* ~~The Ceylon, Iran and African desks of NEA~~ joined the program in 1950, ~~as~~ *did* Agriculture/EE Division. In 1950 ORR contributed *247* ~~16,558~~ abstracts; OSI-20,186. Some of these desks even set up their filing systems according to the ISC subject breakdowns.

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ORR

Other divisions or branches began to contribute in 1951 on the encouragement of the Assistant Director, Max Millikan, who was interested in space saving. ORR contributed 16,558 abstracts in 1950 and 10,695 in 1951. OSI contributions amounted to 20,186 in 1950 and 20,715 in 1951.

However, the downward trend began in 1952/53 as specialists in ORR and OSI were not interested in spending their time learning how to use the ISC correctly for in-depth indexing. OSI/Physics and OSI/Medicine were heavy contributors, but finally ceased in 1954 and 1955, respectively.

ORR/Shipbuilding became the last ORR component to stop input.

In 1958, OGD management had always hoped that these contributions would preclude the indexing of these same documents by the OGD classifiers. This was never possible, for the specialists frequently extracted and coded only that part of the document that interested them. There was never any guarantee that the entire document was covered. So duplication continued; both IBM cards would turn up on a machine run if the same codes had been used (and there was no guarantee of this, either).

In such a case, the OGD classifier or the librarian in screening the cards before an Intellofax tape was made would pull out the non-abstracted card as being less meaningful.

Many production requirements left little time for abstracting. The rate of abstracting was limited in part by the Analysis Branch's typing facilities and by the absence of equipment that could get the finished abstract back to the analyst for his own files within 24 hours.

These efforts were somewhat successful. OOR & efforts for a retrieval system to harness the specialists' indexing skill, and that the problems could not have been solved without

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abandoning the total effort & that therefore the indexing capabilities of substantive specialists were not being substantially exploited by OOR.

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Abstracting Program

A great danger to the Intellofax System later surfaced <sup>after</sup> ~~when~~ the research offices had stopped the abstracting program. References turned up <sup>that</sup> ~~which~~ could <sup>no longer</sup> ~~not~~ be retrieved ~~any longer~~, such as articles in Russian scientific journals indexed by OSI and later thrown away. No limit as to source material had been placed on the specialist, who might even want to extract or prepare an abstract from the New York Times. In the mid-1960's (exact date not confirmed) all IBM cards with the contributor code were pulled and destroyed for they added nothing to the Intellofax file, but <sup>instead</sup> ~~rather~~ created retrieval difficulties.

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sublog*

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The adoption of the new system involved an expenditure of manpower. MD estimated that it would need one-half additional person to accomplish equal area status in the subject file for all areas (see recommendation # 6 on page 2) MD estimated that to accomplish equal area status in the subject file (see recommendation # 6) would increase the subject file by approximately twenty-five per cent and would require approximately one half additional person in MD. The simultaneous maintenance and use of two files would require approximately two persons in MD. With the expected growth of <sup>and review of analysis</sup> the Dictionaries and the necessary maintenance thereof the Document Division estimated the need for three persons and MD one person.

The gross cost of implementing all of the recommended changes was estimated at approximately ~~1/4~~ 1 1/3 additional persons. The CIA Library required the equivalent of one person to ~~find~~ retrieve from both the old and new files but figured it could absorb this requirement in its current T/O. The Document Division would save two persons by reorganizing the Analysis Branch (by area) and another by ceasing to code those finished intelligence series that are in the IPI. Staff previously assigned to MINICARD (5-MD and 1-Library) would be made available for the proposed program. The net increase in T/O in the three operating Divisions was therefore three persons; MD-3 *and* Library T/O decreased by one which was transferred to ~~the~~ DD to offset the assignment of a document analyst to the Library Composite Group.

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CENTRAL  
REFERENCE SERVICE



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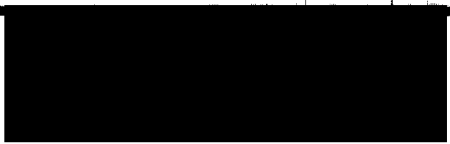
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For example: if the subject code 135.945  
 in the new ISC read Communist Relations and  
 attitudes toward Foreign Govts, Orgs, Groups & Individuals.  
 If classifying this info, the classifier wanted  
 to show that it was "cultural" relations  
 with an organization named ..... the he  
~~classified~~ used the 1st six letters of "cultural" or "culture"  
 preceded by a tag <sup>number</sup> in column 14-20 of the ISM card  
 & the abbreviation ICUS to represent ..... preceded by a tag 3 in

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Source Card

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*Handwritten signature/initials*

F. The Source Card File

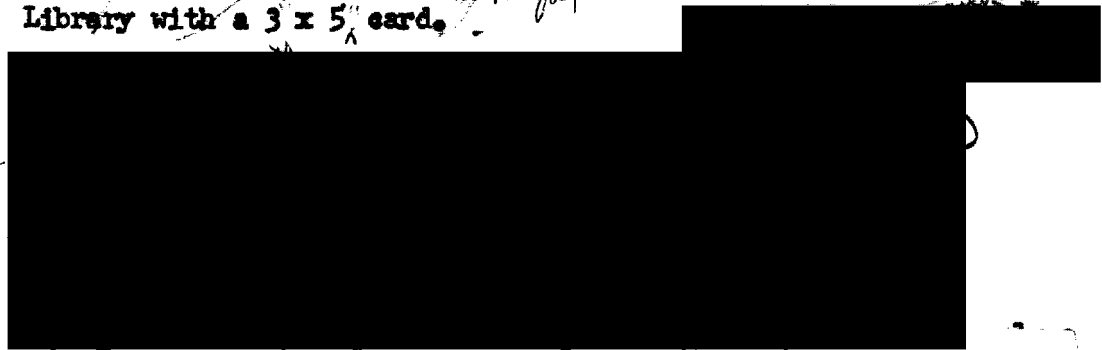
An important by-product of the Intellofax System was the establishment of a source card file. The Library early recognized the need for a card catalog of document sources, similar to the author file in a book catalog. In the first coding efforts of 1948 <sup>prior to the Batch System</sup> the classifier wrote the codes on a 3" x 5" form on which the typists had typed the bibliographic data. This so-called "35-2" <sup>strip</sup> (so-called from the form number) was filed in the library by source after the completion of key punching. With the inauguration of the Batch System and the use of multilith mats for the preparation of the bibliographic data onto the IBM card, the <sup>MD</sup> Machine Division provided the Library with a 3 x 5" <sup>n cut Intellofax</sup> card.

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source cards

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The source card file served several purposes:

- (1) inventory of document holdings,
- (2) identification of a document,
- and (3) location of a document. Requesters looking for a specific document often did not have the

\* See page 29

\*\* Discussion had begun 10 years earlier in 1955 <sup>29</sup>

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document number but might know the <sup>SOURCE</sup> ~~source~~ and/or year. The cards were filed by source with further divisions by year of publication followed by specific post or agency title breakdown and document number. A brief description of the enclosure and a notation as to whether it was received or not received, microfilmed or not microfilmed, appeared on the card. After the inauguration of the microfilm program in 1954, the approach to the aperture card was only through the document control number that appeared on the source card:

- "D" + control number --- on 16mm. aperture card
- "C" + control number --- on 35mm. reel film
- "V" + control number --- not microfilmed and in hard copy

The source card that was prepared for NODEXES contained only an abbreviated bibliographic entry, that is, source, document number, date and security classification. The title and country were not entered. This abbreviated notation saved typing time but created problems when librarians were searching for document identification. By March 1961 a full source card entry was made for all NODEXES which were microfilmed, the so-called NODEX-M category--~~primarily~~ CIA documents which were nodexed. Under the DARE experiment (see page \_\_\_), the first page of all NODEX documents appeared on the source card as of June 1963.

*For further discussion of the Source Card  
File see Impact of DARE on Intellofax,  
page -*

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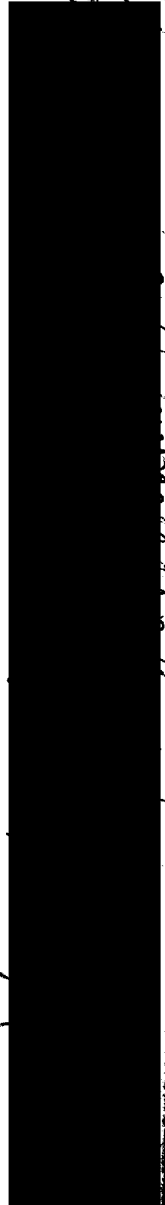
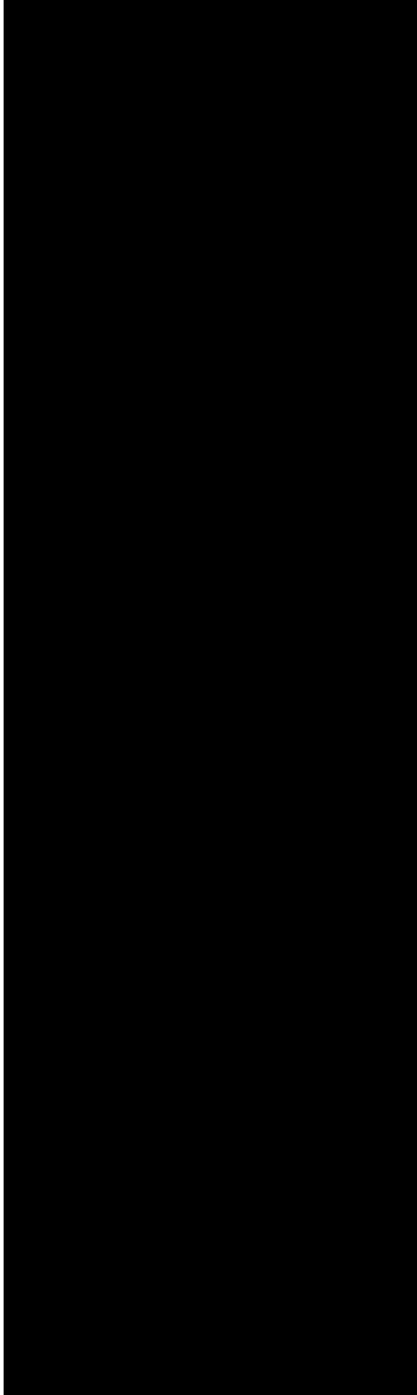
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D. Data Base

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Reference Center was eager to begin some kind of machine techniques, so while negotiations for the development of the Intellofax equipment

construction of a unified classification scheme, authorized the [redacted] to index the [redacted]

the first data base available for machine the Reference Center. Two analysts from the Library Unit were assigned this task and that manpower ended until indexing was discontinued in 1952.

began on 19 August 1947. The index cards following information: security classification;

one digit subject from major subject Army, Navy, Air, Science and Geography, Domestic Affairs, Foreign Political Affairs, Economics, Miscellaneous); page reference; intercept

transmitter; target countries. 99 countries with a partial code made up the area codes. The requester had with a listing of the selected cards showing heading, page reference, pamphlet date, security code and areas. By the end of September 1947

had been punched and filed. By November the index cards issued since May

method of indexing [redacted] continued

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Their receipt was recorded in a visible serial file and arranged by received authorization for source. During these formative months the Library instigated the centralization of purchase orders for books and periodicals to avoid duplicate ordering by offices in the Agency.

1948

By the end of the first full year of operation the Library  
25X1A

T/O had risen to [redacted] The organization breakdown was as follows:

*item general intelligence*

Office of the Chief (two); Field Survey Division (two), *responsible for locating* for surveying resources of other libraries, *significance to other universities, libraries and research institutions* both in and out of the Washington  
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area; Bibliographic Division [redacted] including the Analysis Section for indexing of documents and the Catalog Section for book  
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ordering and cataloging; Reference Division [redacted] for answering the requesters' information queries and preparing bibliographies;  
25X1A

Information Distribution Division [redacted] for distributing classified reports to Agency components; Archives (12) *division* *responsible* *efficient* for maintaining the Agency's archival responsibilities. Mr. [redacted] became the

*management of active and inactive records in the Agency + for the processing of top secret documents*

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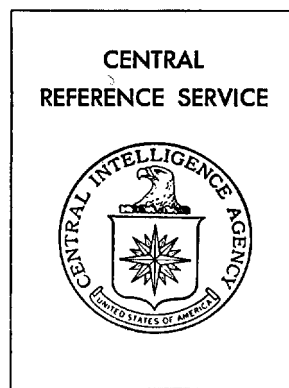
first official liaison officer from CIA to IC, a relationship that every CIA Librarian has continued in providing support to IC or in negotiating foreign procurement activities and exchanges.

After the 1 May merger of the Reference Center and the Office of Collection and Dissemination (OCD), the Library absorbed

Administrative Instruction No. 40-15 "Accountability Procurement and Library Service for Unclassified Foreign and Domestic Bound Books and Periodical Subscriptions" 31 Dec 47 (in Ly 47-48 58-98/1)

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