

28 OCT 1977

MEMORANDUM FOR: IP Staff

FROM :

SUBJECT : Unclassified CIA Documents

1. Unclassified (as distinguished from declassified) CIA documents fall into three general categories, and are released to the general public by three other U.S. agencies, not the CIA itself:

a. Political, economic, and social reports and research papers, and biographic reference aids. Beginning in 1972, these items were handled by the Document Expediting Service (DOCEX) of the Library of Congress, a subscription service. Xerox or microfiche copies of individual reports, however, may be purchased from: Photoduplication Service, Library of Congress, Washington, DC 20540. Requesters usually ask us for individual documents. If it is something which has been turned over to DOCEX, the requester should always be referred to the L. of C. Do not go to the individual CIA offices (OER, OCR, ORPA) for copies -- if we start handing out free that which DOCEX furnishes at cost, the L. of C. will stop taking our documents, and they presently save the CIA a lot of dissemination and distribution headaches. The CIA contact with DOCEX is the CIA Librarian OCR regularly furnishes us with an updated list of documents released to DOCEX, plus a list of DOCEX subscribers (including the USSR embassy), which I keep in a DOCEX file in my top drawer.

For pre-1972 times, you will have to go to the originating components for copies to furnish the requester. OCI- and OPR-originated items are now in ORPA, and for ONE items go to the NIO part of NFAC.

b. Maps and atlases. Public gets them from the Government Printing Office (which gets the plates from OGCR). GPO furnished so many copies of the China Atlas that they wore out the plates and turned the job over to a private firm (Rand-McNally, I believe). Many of the map requests we get are for rather off-beat maps (rather than the standard base maps in GPO), and a quick phone call to the OGCR/FOIO (presently the

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[redacted] will settle whether the CIA furnishes them (OGCR often does), or whether we refer the requester to GPO -- i.e., to:

Superintendent of Documents
Government Printing Office
Washington, DC 20402

c. Translations of the foreign press and foreign radio broadcasts. These are published daily in several volumes by the Foreign Broadcast Information Service (FBIS). They furnish many copies to regular subscribers. They also furnish copies to the Federal Depository Library Program (FDLP) -- more about that program below. However, responsibility for distribution of these FBIS products now rests with the National Technical Information Service (NTIS) of the Department of Commerce, and requesters seeking this type of information should be referred to: National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22151. I have a few small NTIS brochures in the separator behind my desk. FBIS services are explained on pp 20-29 of the brochure. This is also a subscription service; preferably (and cheaper) by microfiche copies.

As far as individual press or broadcast articles are concerned, FBIS can sometimes retrieve them, other times not. For help on such questions, call the FBIS/FOIO on [redacted]

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2. The Federal Depository Library Program (FDLP) has been in existence for many years, and started out as an adjunct of the Civil Defense Program. Only this year (1977), however, has the DCI made a concerted effort to see that CIA products reach the general public through this program. Under the FDLP, producing CIA components furnish unclassified documents to the Printing & Photography Division, which in turn furnishes two clean copies to the Government Printing Office. The GPO furnishes microfiche copies to depository libraries all over the United States -- about 1200 college and public libraries (where in the original concept they would survive if Washington were blown off the face of the earth). The depository libraries can pick and choose what they want to receive -- over 600 of them receive CIA material. Whether any requester's local library is served by the F.D.L. Program or whether CIA material is available there can best be discovered by his local enquiries. But P&PD furnishes IPS on the first of each month with a machine listing which describes all documents furnished GPO -- including DOCEX and NTIS material. These machine listings will be retained in the office files under "F.D.L.P."

3. None of the material described above will generally be found in the DECL system because it is unclassified from its inception, and DECL contains only declassified material or sanitized versions of documents originally classified.

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