

DIRECTOR OF CENTRAL INTELLIGENCE DIRECTIVE NO. 1/4

COMMITTEE ON DOCUMENTATION

(Effective 21 April 1958)

Pursuant to paragraphs 12 and 16, NSCID No. 1, dated 21 April 1958, and to facilitate continuing interchange and maximum community utilization of intelligence, intelligence information and other information which has utility for intelligence purposes, a standing committee of the Intelligence Advisory Committee on documentation<sup>1</sup> is hereby established.

1. *Composition and Organization*

(a) The committee shall be known as the IAC Committee on Documentation and shall include representatives of the IAC agencies. Other agencies of the Government may be invited by the committee to participate as appropriate. Representatives shall be authorized to speak for their respective agencies on matters related to the committee's functions. The CIA member will chair the committee, and CIA will provide the secretariat.

(b) The committee may at its discretion organize subcommittees to assist it in discharging its responsibilities. Membership on subcommittees need not be limited to member agencies of the committee but may be extended by association under the provisions of NSCID No. 1, para. 2, footnote.

2. *Mission*

The mission of the committee shall be to promote means by which the intelligence community can make optimal use of information of intelligence value however recorded.

3. *Functions*

(a) To recommend policy to the IAC in the field of documentation.

(b) To conduct surveys required to support the mission of the committee, subject to agreement by departments and agencies concerned.

(c) To coordinate the development of compatible systems for documentation and the processing of information.

(d) To review the operation of reference services of common concern.

(e) To exchange information within the intelligence community on the solution of documentation problems, including studies, researches, contracts, proposed agreements and actions, publications, seminars, and demonstrations.

<sup>1</sup> Documentation is defined as the group of techniques necessary for the orderly presentation, organization and communication of recorded specialized knowledge, in order to give maximum accessibility and utility to the information contained.

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(f) To monitor interagency agreements in the field of the committee's responsibility.

(g) To assist member agencies in solving problems arising from programs or projects under way and of mutual interest.

(h) To coordinate selected documentation activities with foreign intelligence services with which the interchange of information has been authorized by the Intelligence Board.

4. *Reports*

The committee will report to the Intelligence Board annually and as directed, and may also submit special reports on its own initiative.

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Director of Central Intelligence