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d. The "SUMMARY OF CONTENTS" section should be brief, but also should clearly indicate what is being provided to the Committee. I wonder, for instance, whether your sample on the letterhead memoranda was issued in widely separated time periods. The summary as written gives no indication as to the particular subject of any of the memoranda and the single sentence now used to describe all of them covers the waterfront.

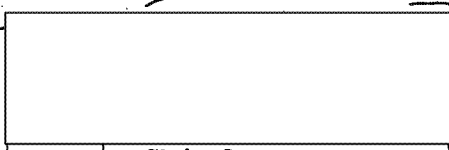
e. If the request for information comes officially from the Committee, the Committee title should be entered under "REQUESTOR," but if the requestor is an individual member of the Staff, his name should be indicated.

f. The last entry in the format, "PROBLEM AREAS," has particular significance since it is important to know if there are Third Agency, or sources and methods, or other sensitivity problems involved, and this is the place to identify them. We are beginning to use the abstracts prepared in our office as an aid to obtaining release clearance when we are dealing with the document for which another agency must concur in the release. The "PROBLEM AREAS" section gives such other agency an idea as to whether we see any important reason why they should be concerned about release of the document. The entry in this final section of the format is expected to prove useful for this purpose.

5. One copy of the document or its abstract is all that is needed by the registry.

6. The mailing address of the registry is:

[ Community Index  
Room 6E25  
CIA Headquarters  
Langley, Virginia 20505 ]

[   
Chief  
Coordination Staff, ICS ]

Enclosure: as stated