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29 November 1946

MEMORANDUM TO: Chief, Interdepartmental Coordinating and  
Planning Staff

SUBJECT: Washington Document Center

REFERENCE: ICAPS Memorandum dated 23 September 1946, to Assistant  
Director, ORE, same subject as above.

1. Pursuant to paragraph 3 of above reference this office designated representatives to work with ICAPS and Personnel and Administration in preparing plans for the absorption of Washington Document Center by CIG and for coordinating the administrative and operational arrangements therefor. The necessary arrangements have been made and the effective date for the transfer of Washington Document Center to CIG is set for 1 December 1946.

2. In studying the activities of Washington Document Center, it has become apparent that it is an overt operational unit primarily engaged in producing intelligence information. In addition to pure translation it extracts and collates from documents pertinent information on particular subjects or projects. Its product is used by the research groups of the intelligence agencies as is any other intelligence information.

3. The operation of this unit does not fit logically into the ORE organization. Its activities are of a different nature than those of any of the research branches. Being operational it does not fit into the Reference Branch. If assigned to ORE it should be carried as a separate organization on Branch level.

4. However, it is considered that the operation of Washington Document Center is the type of activity that falls within the functions of the Office of Operations. It could be controlled there in a manner similar to the FBIS operation.

5. It is recommended therefore that the Washington Document Center be assigned to the Office of Operations. That Office concurs informally in this proposal. ✓

6. Assuming approval of the above, the representatives of ORE who have been working on this problem are of course available to help the Office of Operations as required in taking over the Washington Document Center.

  
J. KLAHR HUDDLE  
Assistant Director  
Reports and Estimates

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