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By MMK NLDDE Date 9/20/10

PSB Files

P - Lt. Joseph Healy

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2 February 1953 ✓

R - Daniel H. Arzac, Jr.

Screening of cables and despatches

This memorandum consists of a summary description of the current intelligence screening work Mr. Poole and I are doing for the PSB staff. It was suggested by Dr. Craig that such an outline would serve to make clear to you and the other officers in P what you can count on us to do for you. It would be appreciated if you would circulate this memorandum to your colleagues for their information.

The Assistant Director, R, who represents the Director of Central Intelligence and staff here in intelligence work, was instructed by General Smith, when he was assigned to PSB in April 1952, that only finished intelligence would be used by the R staff. Such materials come to us from the Board's member agencies, where large staffs of experts produce them after analyzing, evaluating, and synthesizing the great mass of raw information they receive from their numerous sources. Mr. Poole and I screen these finished products as they are received in R, in order that Dr. Craig may bring to the attention of the senior staff any items of interest. These studies are sent on to the Library within one day of their arrival here, for the use of the staff.

You will note that we do not attempt to screen these finished materials for the staff at large. These materials are either in digest form, in which case items are subdivided by geographical area or according to some other convenient system, or they are studies devoted to particular subjects, in which case the Library places them on the accessions list it prepares for the staff. In either case, their use in the Library by the staff presents no difficulty. After a week in the Library these finished intelligence items may be drawn from Miss Talbett.

PSB uses only such raw information as is necessary to keep current. Cables and despatches chiefly from the Department of State but also from our other sources, constitute such material. In addition, the CIA's Foreign Broadcast Information Service, the Washington News Service teletype reports and a number of newspapers and other items are all available in the Library.

Mr. Poole and I read all incoming cables and despatches, not only for the purpose of spotting items of interest to the senior staff, but with a view also to calling attention to items important to the whole staff in connection with current work projects. These items, together with all the cables and despatches reviewed, are then sent on to the Library, usually the same day that they are processed by us. Items marked for the attention of particular officers are sent on to them after being available to the whole staff one week in the Library, if they have not yet seen them during their own periodic review in the Library of communications from posts of interest to them. In the case of urgent items, we ask the Library to telephone the officers concerned and call them to their attention. As you know, cables and despatches are destroyed after having been

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unless
perused by the officers indicated/it is requested that the Library hold
them permanently in their reference files.

Despatches are selected for FSB by Mr. Poole or me every day in the
meetings of the Department of State's IAD reading panel. Cables are
distributed to us if they fall within the categories we advise DC/T and
S/S-R are of interest to FSB.

In order for us to perform these functions, it is evident that Mr.
Poole and myself must be kept continuously advised of the staff's intel-
ligence interests. We do this in a number of ways on our own, including
a review of the bi-weekly progress reports. However, we depend chiefly
on you as P's intelligence liaison officer for this information from your
office. The copies you have been sending us of the intelligence digest
items you prepare for the attention of members of your staff have been a
great help in indicating what cables and despatches it might be important
for them to see. We are awaiting with especial interest the first of your
memoranda listing geographically and functionally the intelligence interests
of the P staff, and we shall look forward to receiving them regularly
thereafter.

cc: Mr. Browne
Miss Talbott

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FSB/R/DNA/zac/egp/sm

Cleared in draft by Mr. Craig