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1. The attached papers are returned without action per conversation between AS-14 and AS-23.

2. The recommendations of paragraph 3 are incompatible with present concept governing the preparation of Semi-Monthly Branch Activity Reports.

1 Incl
1. Ltr fr Post Historian, dtd 22 July 46, to Dep Ch., ASA

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Colonel, Signal Corps
Deputy Chief, Army Security Agency
Ext 498

Approved for Release by NSA on 08-11-2014 pursuant to E.O. 13526
SUBJECT: Semi-Monthly Reports

TO: Dep. Chief, Army Security Agency

THRU: Director of Communications Research
       Deputy Chief, Army Security Agency

1. Attention is invited to current policies in regard to the preparation of semi-monthly Branch reports which at present are submitted to the Chief, Army Security Agency, and, after being read by him, are circulated among interested organizations of the Agency, finally being filed in the Historical Unit.

2. The Post Historian is not familiar with the directive on which these reports are based and has no interest in them aside from the fact that it is hoped that they will form for the future a running account of the operations of the Branches.

3. In considering these reports solely from the point of view of their value as permanent historical records, the following facts should be pointed out:

   a. There seems to be no fixed standard in style and format.

   b. Few, if any, of the semi-monthly reports constitute a balanced account of the activity of the respective Branch in the period under report.

   c. There is a tendency to emphasise the unusual, rather than the routine; the difficulties encountered, rather than the successful achievements.

   d. The writers of these reports uniformly assume that the reader will be fully aware of the past history of the Branch and merely wishes to keep himself current on new developments.

   e. No attempt is made in many cases to make each report continue the story told in the preceding report.

   f. The use of short titles tends to conceal the true significance of the statements made.
WDGAS-13 (22 July 1946)

4. It is quite clear that these reports might well serve a two-fold function:

a. To keep the Commanding Officer informed of developments.

b. To provide a permanent historical record.

5. It is equally clear that however well the reports now fulfill the first function, they do not begin to fulfill the second. Future historians will be unable to use them to any great extent for providing the necessary information in historical studies. Rather it will be necessary for each historian to go directly to the Branches concerned for the data desired.

6. In view of these facts, it is recommended that a staff study be made to consider whether changes in the basic directives concerning these reports might not well be made in order to fulfill in better fashion the purpose mentioned above in paragraph 4b.

[Signature]

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