

~~SECRET~~

Mr. David D. Lowman

Serial: C52/69/75
11 September 1975

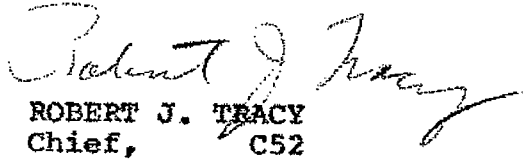
Mr. Robert J. Tracy

Rhyming Dictionary Log Entries

1. Attached M/R, Subject: United States Personalities dated 8 November 1963, plus para. 2 this memorandum should assist in explaining the entries into the run I provided you yesterday.

2. After the file items reached the area housing the U.S. Biographic files, step 6 would be performed as follows: clerks responsible for filing would enter a file item in its proper alpha sequence then determine if it was a first occurrence in the file. If it was they would make a log entry on a Rhyming Dictionary work sheet. This, at a later date, would be key-punched and added to the master file.

3. I hope this explains how the Rhyming Dictionary has developed over the years.



ROBERT J. TRACY
Chief, C52

Incls:

1. M/R (Subject: United States Personalities, dated 8 November 1963)
2. NSA Form H4702 Rev Jan 68 Rhyming Dictionary Log

~~Classified by DIRNSA/CHCSS (NSA/CSSM 123-2)
Exempt from GDS, EO 11652, Cat 2
Declassify Upon Notification by the Originator~~

~~HANDLE VIA COMINT CHANNELS ONLY~~

~~SECRET~~

~~SECRET~~

C32 File

8 November 1963

MEMORANDUM FOR THE DIRECTOR

SUBJECT: United States Personalities

Every C32 technician is responsible for selecting information concerning United States personalities appearing in the technician's incoming SIGINT and collateral materials and the technician is responsible for preparing a finished file item for the United States Personalities Files. Specifically, every technician is requested to perform the following steps:

1. Determine the need for the information and select the information concerning the person.
2. Prepare the file item and insure that the complete source, classification/restrictions and technician's initials appear on the file item.
3. Verify the person's name and determine the correct file heading.
4. Load the file item with the proper and accurate file heading.
5. Forward the finished file item to C32A1.

[Redacted Box]

Chief, C32

cc: C32A1 (11 copies)
C32A2 (5 copies)
C32A3 (4 copies)

PL 86-36/50 USC 3605

~~SECRET~~

~~HANDLE VIA COMINT CHANNELS ONLY~~



National Security Archive,
Suite 701, Gelman Library, The George Washington University,
2130 H Street, NW, Washington, D.C., 20037,
Phone: 202/994-7000, Fax: 202/994-7005, nsarchiv@gwu.edu