

THE WHITE HOUSE  
WASHINGTON

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ACTION  
April 21, 1970

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MEMORANDUM FOR DR. KISSINGER

FROM: Laurence E. Lynn, Jr. *YJ*

SUBJECT: Fact Books

You have now received a good sample of the new fact books being prepared by the CIA. This might be a good time to assess their overall utility and consider if they need to be improved in any way. If appropriate, I can transmit any comments or suggestions you have to the CIA.

Factors to be considered in evaluating the fact books include the following:

-- Overall appearance in view of their high level audience.

-- Format. (Would a different arrangement of topics improve readability? Would more graphics improve the product? Would a one-page summary of relevant facts and statistics be appropriate? Should there be more underlining of important points?)

-- Coverage. (Should any topics be deleted, added, cut down or expanded? Would a bibliography of important sources of more detailed information help? Are the biographies too short?)

-- Style. (Is the presentation hard-hitting enough? Does there appear to be too much "filler"?)

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NSS review completed.

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-- Overall Length. (Is the present size, roughly thirty pages, about right? Is thirty pages too much for hard-pressed, high-level readers? Or is more detail needed?)

Fact Books acceptable without change \_\_\_\_\_

Desire following changes:

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