

FILE CONTROL SHEET

13 August
Date

SUBJECT: 9 Aug. Draft Adm. Order

INDEXED: Previously

IS ACTION COMPLETE: Yes

WHAT WILL COMPLETE ACTION: _____

IF FOLLOW-UP IS NECESSARY,
HAS NOTE BEEN PLACED IN
SUSPENSE FILE: _____

(1645)

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X Executive Director
X 8/12 Office of Dissemination

Proposed redraft
of par. 7 g

SUBJECT: 9 August Draft of Administrative Order Prescribing Temporary Procedure and Organization for the Routing and Physical Processing of Correspondence and Documents.

1. Upon review of your draft, referred to above, this office agrees with the Office of Research and Evaluation that the handling of papers containing information and intelligence is a problem totally different from the handling of administrative papers; and that the two matters cannot be covered in one order without confusion and ambiguity. Therefore, the draft of 9 August is not concurred in.

2. At a meeting this afternoon between Mr. Edgar, Mr. Montague, and the undersigned, it was informally agreed that each of the three operating offices represented would prepare a draft of operating procedure pertaining to its own portion of the flow of intelligence information and intelligence. These three drafts are then to be combined and submitted as a proposed operational directive, to cover the handling of papers containing intelligence information and intelligence. Pending preparation and submission of that draft, it is believed that the proposed Administrative Order should be redrafted so as to pertain only to administrative documents.

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3. Paragraph 7 g of the 9 August draft is not concurred in, since it would appear to permit a measure of external restraint over the means by which a chief of office controls his internal operations. A proposed substitute, differing only slightly from the original, is enclosed. It is suggested that this substitute be considered for inclusion in the revised Administrative Order.

G. E. OLSEN
Capt., USN
Acting Assistant Director for Dissemination

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Proposed Redraft of Para. 7 g

7. g. Files:

(1) Under instructions of such member of the office as the Chief thereof may designate, the Office Registrar will be responsible for duties relating to the Branch files or the maintenance of working-paper files within the Registry.

(a) Current papers and working materials which concern a particular office exclusively may be maintained in Branch files or in Office Registries, but when the head of the office determines that the papers should become an integral part of a permanent file, then a record of their existence and contents must be registered with Central Records.

(b) Files will be organized so that papers therein whose existence is or should be recorded in Central Records may be readily located.

(c) The Chief of each office will arrange for a periodic scrutiny of the office files, at which time papers which have served their purpose within the office will be transferred to Central Records, or destroyed according to security regulations. Reports of accomplishment of periodic scrutiny will be submitted to Central Records as required.

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