


3 March 1977


MEMO FOR THE RECORD:

Some time ago Historical Staff gave a collection of records to the Agency Archives. At that time several safe drawers of pictures and negatives were being housed in OL/P&PD.

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 inventoried these pictures and had some questions as to classification of the inventory and the disposition of the files.

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I spoke to  Chief Archives, this date and it was decided that all records maintained in P&PD, including the inventory, would be sent to Archives for addition to this special collection. Agency Archives will be responsible for the control, classification, and screening of the files.

It was also arranged so additions to this collection could be made by P&PD when other material of interest becomes available.

Additions are to be sent to Chief, Agency Archives - indicating the material is for inclusion in the Special Historical Collection.

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OL/RMD

cc: Agency Archives
✓ OL/P&PD

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL		
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
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	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p style="margin-left: 40px;">Ginny,</p> <p style="margin-left: 40px;">Not having heard from you, I am attaching a copy of the inventory so that you may better understand the content of these photographic records. The questions are: 1) to whom (besides Archives) should this inventory be routed? 2) is there any item listed which might be embarrassing? 3) should this list be classified and if so, by whom?</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted] OL/P&PD Rm G-67, P&PD Bldg UNCLASSIFIED CONFIDENTIAL			2 Mar 77
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