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25 April 1950

MEMORANDUM FOR: POS, ROS, SOS, RDS, SPA(S), TRD ✓

SUBJECT: Records Inventory

REFERENCE: a. Memorandum for COS, GCP, CPP, dated 4 April 1950 from EXO, subject: Records Management Program.

1. Reference memorandum pertains to an inventory of all OPC files to be made in the near future, and requests that each Staff element within OPC immediately designate a Records Officer to handle, in addition to his regular duties, those matters coming under the purview of records management.

2. In accordance with the request, it is desired that someone be appointed as a Records Officer in your facility and that this office be advised not later than the close of business, 27 April 1950.

TS

[Redacted Signature]

Chief of Support, OPC

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cc: Each addressee

Document No. 016

NO CHANGE in Class.

DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1733

Date: [Redacted]

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