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OFFICE OF REPORTS AND ESTIMATES

ORE Office Memorandum - Notice Number 15

25X1

13 February 1950

SUBJECT : Designation of Records Administrators

REFERENCE: CIA Administrative Instruction No. 50-16 dated 7 November 1949
ORE Office Memorandum - Notice No. 6 dated 21 November 1949

1. In connection with reference instruction, each ORE division and staff chief will designate a records administrator to assist the ORE Records Officer in the implementation and execution of the CIA Records Management Program.

2. Notification of designation of Records Administrators are to be made in writing to the ORE Records Officer Room 1045 M building) by 15 February 1950.

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Chief, Administrative Staff
Office of Reports and Estimates

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TRANSMITTAL SLIP		
DEC 14 1950 DATE		
TO: <i>S / 112</i>		
BUILDING	ROOM NO.	
REMARKS: <i>extra copies & stored</i> <i>Headquarters</i> <i>notice #15</i>		
FROM: INFO. CONTROL DIVISION		
BUILDING	ROOM NO.	EXTENSION

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