

~~CIA INTERNAL USE ONLY~~

58-241

Chief, Document Division, CR

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1. This is a suggestion apparently, that mail be assembled for each office and building and carried to each building for distribution. As far as OCR is concerned this is just what is being done.

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2. In OCR [redacted] documents for distribution are sorted according to offices, divisions and branches, as appropriate, and then assembled in envelopes or boxes depending on volume and passed to the Office of Logistics' couriers for delivery. In the case of [redacted] deliveries, the documents are placed in a cart and delivered by the courier to the offices, divisions and branches involved, e.g.: documents for OCR to OCR Mail Room; documents for CIA Library to CIA Library; documents for AD/CR to AD/CR. Envelopes and boxes for other buildings are picked up by the OL couriers and delivered by them according to a regular schedule. This suggestion in our opinion would make no added contribution to present OCR practice.

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24 Feb. 1958

[redacted] Chief, Document Division, CR