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12 December 1962

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MEMORANDUM FOR: Mr. [redacted] CIA Librarian

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SUBJECT : [redacted] Reports

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1. As agreed by you and [redacted] effective immediately, [redacted] reports will no longer be microfilmed nor given a 9 million control number nor have a source card prepared.

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2. When such documents deal with an intelligence matter, they will be indexed in the Intelligence Publications Index (IPI) and be referred to by the [redacted] number shown on the document.

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3. Eight copies of [redacted] documents are usually received and one of these originals will be passed to the Library Circulation Branch automatically. The other copies will be disseminated as appropriate.

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[redacted]  
Chief, Document Division

Distribution:

- Orig & 1 - Addressee
- 1 - Machine Division [redacted] 25X1
- 1 - IPI [redacted]
- 1 - DCB/DD
- 1 - Chrono File

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Excluded from automatic  
downgrading and  
declassification