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20 September 1963

MEMORANDUM FOR: Cable Secretariat

SUBJECT : Indexing Non-CIA Cables

REFERENCE : AD/CR memo for Exec. Director dated
10 September 1963; same subject

1. In order to undertake the indexing of non-CIA cables as outlined in reference, it is requested that beginning 23 September 1963, one (1) copy of each non-CIA cable, releasable to OCR for this purpose, be distributed to OCR/DD.

2. OCR will file these copies and make them available on a need-to-know basis for reference purposes in accordance with pertinent CIA regulations.

3. The Top Secret and sensitive cables will be especially controlled as follows:

- a. Top Secret - will be brought under TS Control and filed in TS Control Office. Access to such material is strictly controlled. References however will be included in hard copy file and also if appropriate in the Intellofax File.
- b. S/S Telegrams - will be stamped "CIA INTERNAL USE ONLY" and "BACKGROUND USE ONLY". In addition access to these will be restricted to those offices or persons as determined by the C/DD/OCR as having a need-to-know.

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Chief, Document Division

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