

~~RETURN TO  
RECORDS MANAGEMENT DIVISION~~

Chief, Printing and Reproduction Division

10 January 1956

Chief, Records Management Staff

*Rec mgt 5-2-3*

Supplemental Distribution of Information Reports  
by Records Center

Beginning 3 January 1956, the CIA Library proposes to service all requests for supplemental copies of Agency information reports produced after 1 October 1954. These copies will be furnished by means of their microfilm document copy system. The Records Center will continue to service requests for copies of information reports produced prior to 1 October 1954. Consequently, the Center will no longer require solid masters nor any other copies of information reports after 3 January 1956. This cancels the requirements placed upon you in our memoranda of 4 September 1952 and 23 October 1952.

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*[Signature]*  
*1/10/56*