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MEMORANDUM FOR:	25X1
SUBJECT : Participation in Support Services Course	
1. You are invited to present the topic CIA Records Management Policies	
to the Support Services Course from 0900 to 1000 hours on Thursday, 4 February 1965 . The part of the program in which you will participate will be held in Room 1A-13 of the Headquarters Building.	
2. Attached for your guidance in preparing for this course are:	
<ul> <li>a. A speaker guidance sheet</li> <li>b. That portion of the schedule pertinent to your presentation</li> </ul>	
If you have further questions regarding your presentation please contact the Chief Instructor,	25X1
	25X1
MATTHEW BAIRD Director of Training	
Attachment:	

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Speaker guidance sheet
 Schedule (pertinent portions)