

SECRET

15 November 1963

TO: Chief, CIA Archives and Records Center
THRU: Executive Assistant to the DD/S
FROM: CIA Records Administration Officer

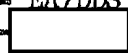
1. In my memorandum of 8 October 1963 to the DD/S, I outlined certain actions we must take in order to prolong availability of storage space in the Records Center. Effective immediately, the following policies will be adopted in Records Center operations:
 - a. Only scheduled records with definite disposition instructions will be accessioned. This means that schedule instructions must provide for transfer to the Center, and, in the case of temporary records, the schedule must provide for definite disposition.
 - b. Records scheduled for destruction in the Center will be destroyed at the scheduled time without additional notification to the concerned organization.
 - c. Records scheduled for review at a specified date will be returned to the office concerned without additional notification.



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Records Administration Officer

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