

CONFIDENTIAL

102-2420
See [unclear] 4
File, Comptroller Case
File
20 DEC 1961

MEMORANDUM FOR: Assistant Deputy Director (Support)

ATTENTION : [redacted]

SUBJECT : Addition to [redacted] Headquarters Property Accounting Procedures, Type II Accountable Activities

1. As Type II property accounting procedures are installed in various domestic activities, the problem presents itself of disposition of supply and related records accumulated prior to installation of this system and those which will accumulate subsequent to future audits and balancing of accounts.

2. In order to provide convenient and uniform disposition instructions for all Type II activities, the attached is proposed as an additional paragraph to [redacted] dated 26 September 1961.

3. It is not considered necessary at this time to amend [redacted] since comparable disposition instructions to [redacted] [redacted] have been included in [redacted] dated 29 June 1961.

JAMES A. GARRISON
Director of Logistics

CONCURRENCES:

Chief, Audit Staff

Date

[redacted]
Office of The Comptroller

17 JUN 62

Date

[redacted]
CIA Records Administration Officer

17 JUN 62

Date

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25X1

SUBJECT: Addition to [] Headquarters Property Accounting
Procedures, Type II Accountable Activities

Distribution:

- Orig & 1 - Addressee
- ✓ 1 - CIA/RAO
- 1 - OL File
- 1 - OL Records Officer
- 1 - OL/SD
- 1 - D/L Hold

25X1

OL/AS/R&S [] (14 December 1961)

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TRANSMITTAL SLIP		DATE
TO: <i>CIA/Records Admin Off</i>		
ROOM NO. <i>604</i>	BUILDING <i>1016 16th St</i>	
REMARKS: <i>L. Fred Fish</i> <i>2 File</i> <i>1/27/62</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445 (47)

1961