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*Case File:
Comptroller*

1039


Comptroller



5 May 1961

Chief, Records Management Staff, Management Staff

Discontinuation of Administrative services to National Security Council, effective 1 July 1961



1. This is in response to your request for information on the services presently furnished the NSC.
2. The Agency Records Center is maintaining the following records for the NSC:
 - a. Inactive records -- 152 cu. ft.
 - b. Vital records - - 57 cu. ft.
3. All of the above records were transferred to the Agency Records Center at the request of  Records Management Officer for NSC. We will be glad to return them to the NSC at any time they desire.
4. The Records Management Staff has also rendered occasional Agency service to the NSC in Records Management matters, generally. This included assistance in the development of records control schedules and a filing system.
5. The Records Management Staff will discontinue service rendered the NSC effective 1 July 1961, unless notified to the contrary. There are no other services provided to the NSC by the Management Staff.

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Distribution:

- Orig - addressee
- 1 -  Chief, Management Staff
- 1 -  Records Center
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