

CONFIDENTIAL

MAIL SERVICE QUESTIONNAIRE

Office of Central Reference

1 June 1962

Summary

OCR components are located on the Ground, First and Second floors.

<u>Ground Floor</u>		<u>First Floor</u>		<u>Second Floor</u>	
<u>Org.</u>	<u>Room</u>	<u>Org.</u>	<u>Room</u>	<u>Org.</u>	<u>Room</u>
MD INFO	GEO423	HIC	1H1124	OAD	2E60
Chief, MD	GEO438	LY Serials	GF 19	AS	2E61
MD Mach Ops	GEO406	LY Selection	1H1108	SCIPS	2E52
DD	GF 40*	BR Support	1H64	LS	2E49
DD CTSC	GHO906	IR Support	1G34	SR	**
		GR Control	1E4810		

* Mail specifically identified for rooms GHO916, GHO922, and GHO924 should be delivered direct (no pick-up desired).

** Regular mail for the Special Register is picked up at the Guard Post on the 2nd Floor, Rm. 2F37. Internal courier service on special material is provided by OCI couriers to Rooms 2G00 and 2G11.

Identification of abbreviations used above:

MD - Machine Division
 DD - Document Division
 HIC - Historical Intelligence Collection
 LY - CIA Library
 BR - Biographic Register
 IR - Industrial Register
 GR - Graphics Register
 OAD - Office of Assistant Director
 AS - Administrative Staff
 SCIPS - Staff for the Community Information Processing Study (USIB)
 SR - Special Register

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