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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800310032-3

File

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26 August 1959

MEMORANDUM TO [redacted]

Attached is a copy of a document entitled "Functional Group of CS Documents" which was distributed by [redacted] to the DD/P Records Officers on 19 August.

[redacted] has in mind using this document as a guide line for the Records Officers to follow in the preparation of records control schedules. He has asked the Records Officers to review this and submit comments and suggestions to him. I would like for us to do the same thing.

I believe that this first draft was developed by [redacted] and [redacted] says that he contributed some information with respect to administrative material as outlined on page 7.

I believe that this is a good opportunity for us to do two things, namely; (a) to learn more about the CS records, and, (b) to add to this document our ideas as to what should be included under the Support Category on page 8, and anything else that we want to suggest in the substantitive field of intelligence.

There are some background records in our files collected by [redacted] and me several years ago which may be of some value in making suggestions. Will you go ahead with any effort that is needed to prepare suggestions that I can send to [redacted] in order to make this document more complete. I would like to submit our ideas to [redacted] by 4 September, at the latest.

[redacted]

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