

*Rec. Mgmt 2-2*  
*Corresp. Mgmt.*

13 May 1966

MEMORANDUM FOR RECORD

Correspondence

STAT

1. On 8 April 1966, [redacted] AEO/DDS, conducted a meeting in the DDS Conference Room on the subject of White House Correspondence. (See Attached Brochure). The following attended:

STAT

[redacted] O/Personnel  
DDP  
DDS&T  
DDI

2. It was consensus of group that:
- a. Agency does not have any White House Mail, except in a rare instance.
  - b. Correspondence Handbook is needed.
  - c. Generally our response to mail is prompt.
  - d. O/P needs to review their procedures.
  - e. No further action needed now.

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3. [redacted] will contact us later if necessary.

[redacted]