

James Negot
1969

**ADMINISTRATIVE
INTERNAL USE ONLY**

24 September 1969

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Notice on Forms Management Program

1. The attached draft of a proposed Headquarters Notice [redacted] is submitted for your consideration and Regulations Staff review prior to coordination in DDS and formal submission for publication processing.

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2. The Regulations System included Regulation [redacted] on Forms Management from 1952 until their rescission in 1963. The brief reference to Forms Management in [redacted] does not provide adequate guidance to Agency components concerning the existing forms program and procedures.

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3. Your approval in principle and forwarding of the attached draft to Regulations Control Branch is requested.

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[redacted]

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CIA Records Administration Officer

Attachment:

DDS/SSS/RAB/[redacted];pr (24 September 1969)

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Dest:
Orig + 1 - address
1 - JMB
1 - RAB

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