

Approved For Release 2001/03/02 : CIA-RDP74-00005R000200080031-1

10 October 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Correspondence Handbook

25X1A9a

25X1A

October 4, Mr. [redacted] and I met with Mr. [redacted] to discuss the Correspondence Handbook. Mr. [redacted] briefly summarized the progress and our position in attempting to revise the Handbook which we began early in 1963.

25X1A9a

Last information we had on the developments of the Handbook was that [redacted] was given a copy of the Handbook to review, while she was awaiting reassignment. Bernice had given the Handbook with her

25X1A9a

comments to [redacted]. Mr. [redacted] attempts to retrieve the Handbook from Bertha were futile. 25X1A

25X1A9a

25X1A9a

Mr. [redacted] called Bertha who told him she had forwarded the Handbook and comments to [redacted]. Mr. [redacted] called Sally who said [redacted] had it and had been trying to rewrite it but couldn't find time to complete it. Sally felt that the Handbook should be done at the top level (O/DCI). She said she would forward her copy and comments to Mr.

25X1A9a

[redacted] within a few days. Mr. [redacted] told us he would like to review the comments and then decide what should be done with the Handbook. He promised to let us know at a later date.

25X1A

[redacted]

*RD*

12 October

25X1A9a

Mr. [redacted] dropped by to say that he had received the Correspondence Handbook and file from Sally and would call me when he reviewed the material.