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20 NOV 1969

Records

MEMORANDUM FOR: Executive Director-Comptroller


THROUGH : Deputy Director for Support

SUBJECT : Inventory of Microform Systems and Equipment

REFERENCE : Multiple Addressee Memo dtd 7 Nov 69 fr DDS,  
same subject

1. The Office of Logistics has been tasked by the reference to inventory microform systems and equipment (to include planned and approved future systems) by organizational component and by location.

2. A consolidated listing of microform equipment, reflected on Office of Logistics records as charged to the Cable Secretariat under Property-In-Use Account Number 1101, was forwarded directly to the Cable Secretariat in order to expedite inventory procedures. We do not have available any other property listings of microform equipment applicable to other components of the Office of the Executive Director-Comptroller; however, to assist in conducting your overall Office inventory, we are attaching a questionnaire (Section One and Section Two) designed to furnish the detailed systems and equipment inventory information required. A separate questionnaire (Section One or Section Two, as appropriate) should be completed for each system application and each item of equipment inventory.

Signed: 

*for* George E. Meloon  
Director of Logistics

25X1A

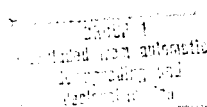
Att

DD/S Distribution:

Orig &amp; 1 - Addressee

✓ 1 - DD/S Subj

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