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11 JUL 1962

DOC	6	REV DATE	13-560	BY	02/11/9
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ORIG CLASS	5	PAGES	2	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	70-2

MEMORANDUM FOR: Acting Deputy Director of Security (PPS)
SUBJECT: Monthly Report of Activities - June 1962

1. The following is the summary of correspondence traffic handled by this Office during the month of June 1962:

<u>DOCUMENT RECEIPT AND DISTRIBUTION:</u>	<u>JUNE</u>
<u>Cables</u>	
a. Incoming Total	687
OS Action	92
OS Interest	595
b. Outgoing Total	362
OS Orig.	22
FS Orig.	2
OS Coord.	101
OS Info.	237
TOTAL PROCESSED	1,049
<u>Dispatches</u>	
a. Incoming Total	230
OS Action	7
OS Interest	223
b. Outgoing Total	82
OS Orig.	33
FS Orig.	8
OS Coord.	28
OS Info.	13
25X1C4a TOTAL PROCESSED	312
	862
Total Communications Processed	2,223

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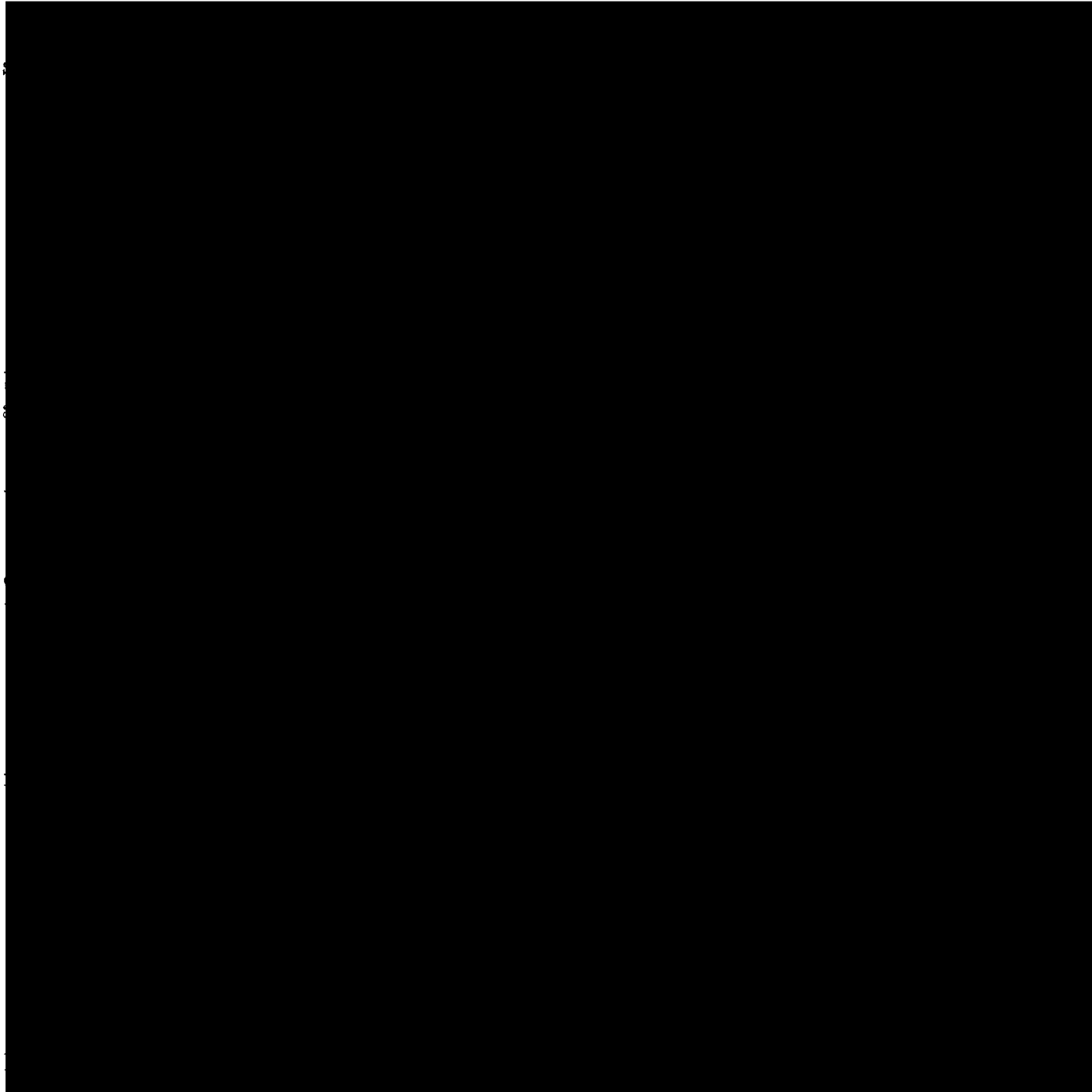
GROUP 1
Excluded from automatic
downgrading and
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9. During this period this Office held a seminar on the preparation of dispatches which was attended by approximately 35 professional and secretarial employees from the Office of Security. It is felt that the information provided at this meeting will result in more accurate dispatch preparation by the Office of Security.

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Special Assistant, Foreign Support

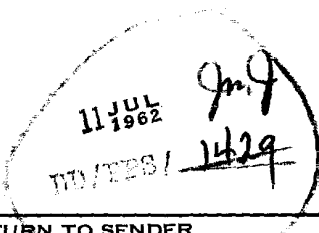
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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input checked="" type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	A/DD/PPS		<i>7/11/62</i>
2			
3			
4			
5			
6			
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
OS/FS		4 E 75	X-63677/11/62
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