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Approved For Release 2000/08/04 : CIA-RDP78-04360A000100020006-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 17 SEP 1956

FROM : Chief, Supply Division

SUBJECT: Review of Existing Schedule of Recurring Vital Material (Attachment 1 to LI 40-6-4 -- 6 January 1956)

REF : Memorandum from Director of Logistics to Chief, Supply Division, dated 31 August 1956; subject: Vital Material Schedule

Subject schedule has been reviewed. The following recommendations are made:

ADDITIONS

Alphabetic Listing of all items in Headquarters Master Nomenclature File	SD/ICB	Direct	Annual	Destroy upon receipt of annual publication
Monthly Supplements (Cumulative) for above	SD/ICB	Direct	<i>Monthly</i> Quarterly ?	Destroy previous supplement
FIIN Listing of all items in Headquarters Master Nomenclature File	SD/ICB	Direct	Annual	Destroy upon receipt of annual publication
Monthly Supplements for above	SD/ICB	Direct	<i>Monthly</i> Quarterly ?	Destroy previous supplement

DELETIONS

Delete items 28 and 29

CHANGESItem 38 - Under "Frequency of Deposit," change "Monthly" to "Semi-annual." ?Item 39 - Under "Description of Material," change "Accountable Stations Quarterly Report" to "Accountable Stations Semi-annual Report."Under "Frequency of Deposit," change "Quarterly" to "Semi-annual."

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