

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff/OL

DATE: 12 September

FROM : Chief, Security Staff/OL

SUBJECT: Vital Material Schedule

REF : LI 40-6-4 dated 6 January 1956

1. Reference is made to your letter of 31 August 1956 requesting recommendations for additions, deletions or revisions of Subject schedule.

2. It is suggested that no changes be made in Items Nos. 11 and 12, however, in Item 12 the list should be microfilmed from the company files and the agency files rather than the 3" x 5" alphabetical cards.

3. It is recommended that the following item be added to this schedule:

- a. Staff or Division: Security Staff
- b. Description of Material: Plant Protection Surveys
- c. To Be Deposited by: Security Staff
- d. Direct Deposit or Microfilmed: Direct Deposit
- e. Estimated Frequency of Deposit: As Prepared
- f. Disposition Instructions: Destroy Only Upon Instruction

4. Consultation with the Office of Security developed that they do not intend to duplicate the preservation of records considered vital by this Staff and that it is the responsibility of the Office of Logistics to preserve such records as may be essential for operations during an emergency. It appears that their records are by individuals rather than by companies and agencies, which would be of little use to the Office of Logistics even if preserved.

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Distribution:

Orig. & 1 - Addressee
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