

S-E-C-R-E-T

25X1A

INSTRUCTION NO.

[Redacted]

RECORDS

7 October 1966

Revised 3 June 1968

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SUBJECT : Processing of Correspondence to Supply Division [Redacted]

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RESCISSION: ~~LI 42-100-5 dated 14 April 1960~~

1. GENERAL

delete

This instruction details the procedures to be followed in the processing of correspondence to the [Redacted]

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2. RESPONSIBILITIES

a.

[Redacted]

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b. Material of an "Eyes Only" or restricted semi-personal nature will be enclosed by the originator in an envelope addressed to the attention of the proper individual and marked "Eyes Only." It is understood that the Logistics Registry will have no record of subject of such material.

c. Headquarters and Logistics regulatory matter in those categories approved by the Security Staff/OL will be forwarded to [Redacted] in their original unsterile form. Provisions have been made for

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GROUP 1
Excluded from automatic
downgrading and
declassification

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3. PROCEDURES

All documents originated in the Office of Logistics components to be forwarded to [Redacted] will be forwarded to the Registry of the Office of Logistics. The Registry will review all documents for sterilization as required in paragraph 2.a. above, and in addition, those originated in other components of Headquarters. The Registry will assign a control number to each classified memorandum by use of a 238. Requisitions received separately and without a covering memorandum will be recorded by voucher number on the transmittal manifest. A reference copy of the manifest will be filed in the Logistics Registry.

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FOR THE DIRECTOR OF LOGISTICS:

[Redacted Signature]

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Executive Officer
Office of Logistics

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