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MINUTES

Third Meeting

of

SUPPORT SERVICES HISTORICAL BOARD

3 February 1967

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1. Present were Messrs. [REDACTED] and

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2. The Chairman called the meeting to order at 10:00 a.m. He then advised members of the Board that at a recent DDS staff meeting, he had briefed various office heads on the Support Services historical program. Other members of the Board said that this briefing had been very well received. The Chairman further said that the program had the full backing of the DDS.

3. The Chairman stressed the fact that offices must develop their own programs, but that these programs should remain flexible and changes could be made from time to time.

4. The Board reviewed the historical programs submitted by the various offices and the general feeling was that these represented an excellent initial step. It was noted that no program had been submitted by the Office of Personnel, and the Chairman said that he would discuss this further with that Office.

5. The Executive Secretary suggested that, as a general rule, true names should be used instead of cryptonyms, as cryptonyms would mean nothing to anyone reading historical papers in the future. This was agreed to.

6. The Executive Secretary suggested that some of the deadlines might be somewhat optimistic. The consensus of the meeting was that these deadlines should not be changed as they provided a target to shoot at. However, no one should be pressed too hard to meet the deadline, as, in the interests of clarity and accuracy, it is essential to have a well-prepared paper irrespective of deadline.

7. The Commo representative raised the question of classification. It was agreed by the Board that this should be no higher than secret, except under the most unusual circumstances.

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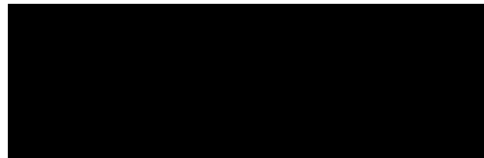
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8. The Executive Secretary again stressed the fact that there was a large amount of written material, in addition to cross-referenced card files, in the office of the Historical Staff which would be of great value to any writers of histories.

9. The Executive Secretary pointed out that a number of DDS historical papers would tie in very closely with papers to be written in the Clandestine Services. Close coordination will be necessary, and the Executive Secretary will provide the DDS offices with the names of the appropriate writers in the Clandestine Services.

10. The Chairman pointed out that the next progress report was due in the office of the Executive Director-Comptroller shortly after 1 March. He would therefore like by 1 March, and every three months thereafter, progress reports from the various DDS offices. As little progress will be made by 1 March, the first report can be verbal.

11. The Chairman adjourned the meeting at 11:10.



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Executive Secretary
Support Services Historical Board

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