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9 NOV 1961

MEMORANDUM FOR: Deputy Director (Support)

ATTENTION : Regulations Control Staff

SUBJECT : Book Dispatches

1. Beginning in April 1961 the DD/P Records Management Officer, in an effort to reduce the files of the Analysis Section, Records Integration Division (RID/AN), and Headquarters and Field Offices, requested that all Book Dispatches be reviewed by the initiating office to determine if they could be destroyed. In those cases where the initiating office determined that the essential purpose of the Dispatch was still current and valid, they were requested to initiate action to preserve the contents and purpose of the Dispatch in some more permanent form. It was suggested that this be accomplished either by republication as a part of the Agency Regulatory System, or by establishment of an official subject file to incorporate the subject matter.

2. This office was asked to process all Book Dispatches initiated by the Support Offices and proceeded to check each of the Book Dispatches with the initiating component to determine the disposition or action required in each case. A total of 138 Book Dispatches were involved. Of this number 102 were returned to RID/AN to be destroyed. Eleven were returned for action outside the Support Components. It was determined by the initiating offices that 18 of the Dispatches contained current information, which they agreed to incorporate into Agency regulatory issuances. Seven of the Dispatches were determined to be valid and current and it was recommended that they remain in their present format as an official subject file.

3. Following is a list of the 18 Dispatches which are to be incorporated into Agency regulatory issuances:

a. No. 801, dated 18 July 1958, initiated by DD/P,



now in process, is published.

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DOC	3	REV DATE	12/02/81	BY	01805
ORIG COMP		DOI	37	TYPE	01
ORIG CLASS	5	REV CLASS	4		C
JUST	22	NEXT REV	2011	AUTHI	NR 70-3

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b. No. 1744, dated 19 February 1960, initiated by SSA-DD/S, subj: Payment of Tax Obligations Against [redacted] [redacted] It is recommended that this Book Dispatch be cancelled when the revised [redacted] is published.

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c. No. 628, dated 18 April 1958, initiated by the Office of Logistics, subj: Elimination of Supply Reporting Requirements and Supply Forms. This subject matter is scheduled to be included in the revised Type I Supply Handbook. When this is published No. 628 should be cancelled.

d. No. 1008, dated 12 December 1958, initiated by the Office of Logistics, subj: Semiannual Stock Status Report as of 1 January 1959. This Dispatch should be cancelled when the revised Type I Handbook is published.

e. No. 372, dated 23 August 1957, initiated by SSA-DD/S, subj: Non-operational Air Cargo. The Office of Logistics have agreed to republish this subject matter in an Agency regulatory issuance, at which time this Book Dispatch should be cancelled.

f. No. 1137, dated 23 April 1959, initiated by SSA-DD/S, subj: Shipment of Baggage, Household Effects and Privately Owned Automobiles [redacted] [redacted] The Office of Logistics will republish this subject matter in an Agency regulatory issuance, at which time this Book Dispatch may be cancelled.

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g. No. 1237, dated 2 July 1959, initiated by SSA-DD/S, subj: Shipment of Alcoholic Beverages. The Office of Logistics will republish as an Agency regulatory issuance, at which time this Book Dispatch should be destroyed.

h. No. 530, dated 24 January 1958, initiated by the Office of Logistics, subj: Advance Shipping Information. The Office of Logistics will republish as an Agency regulatory issuance, at which time this Book Dispatch should be destroyed.

i. No. 724, dated 13 June 1958, initiated by the Office of Logistics, subj: Field Stock Status Reports. The Office of Logistics have determined that the subject matter will be included in the revised Type I Supply Handbook. Book Dispatch No. 724 should be destroyed when the revised Handbook is published.

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Approved For Release 2002/05/01 : CIA-RDP79-00639A000100010004-8

j. No. 1332, dated 21 July 1959, initiated by the Medical Staff, subj: Medical Information. The Medical Staff have determined that this subject matter will be incorporated into the Medical Manual, at which time this Book Dispatch should be destroyed.

k. No. 418, dated 20 December 1957, initiated by the Office of Security, subj: Nitrate Film Storage and Handling. The Office of Security have determined that this subject matter will be republished in an Agency regulatory issuance, at which time this Book Dispatch should be destroyed.

l. No. 1175, dated 21 July 1959, initiated by SSA-DD/S, subj: Emergency Document Destruction. The Office of Security have determined that this subject matter will be republished as an Agency issuance, at which time this Book Dispatch may be destroyed.

m. No. 969, dated 31 December 1958, initiated by SSA-DD/S, subj: Conduct and Reporting of [redacted] measure inspections at KUBARK [redacted]. The Office of Security have determined that this subject matter will be republished as an Agency issuance, at which time this Book Dispatch should be destroyed.

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n. No. 679, dated 6 June 1958, initiated by the Office of Personnel (Benefits and Casualty Division), subj: Resolution Governing Credit Union Share Accounts. It is recommended that this Book Dispatch be destroyed when the new proposed Credit Union Fact Book (Field Activities) is published as an Agency [redacted] Handbook.

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o. No. 2487, dated 12 July 1961, initiated by DD/P, subj: Initiation of Efforts in the Field to Identify Potential Candidates for the JOTP. It is assumed that copies of this Book Dispatch sent to the field have been destroyed since a note authorizing destruction after reading is in the Dispatch. However, it is recommended that this Dispatch with the attached List of Selected Criteria be retained by RID/AM.

p. Book Dispatch No. 1739, dated 28 March 1960, initiated by SSA-DD/S, subj: ODEARL Support Guide, is supplemented or amended by Book Dispatches No. 2018, dated 19 July 1960, and No. 2506, dated 7 April 1961. It is recommended that these three Book Dispatches be consolidated and republished as an Agency Notice or Handbook, at which time Nos. 1739, 2018 and 2506 should be destroyed.

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4. Following is a list of the seven Dispatches which it is recommended remain in their present format as an official subject file:

- a. No. 2107, dated 9 September 1960, initiated by the Medical Staff, subj: Approved Medical Facilities.
- b. No. 1323, dated 29 July 1959, initiated by SSA-DD/S, subj: Public Service Aid Society Emergency Loans.
- c. No. 2444, dated 16 March 1961, initiated by DD/P, subj: Separation of Surplus Personnel.
- d. No. 1233, dated 12 May 1959, initiated by SSA-DD/S, subj: Administrative Travel - KUCLUB Personnel.
- e. No. 2243, dated 3 November 1960, initiated by DECI, subj: Administrative Reporting by Cable.
- f. No. 2383, dated 23 January 1961, initiated by SSA-DD/S, subj: Increase in Emergency Travel Insurance Rates.
- g. No. 2377, dated 13 February 1961, initiated by SSA-DD/S, subj: Rest and Rehabilitation Travel of KUBARK Overseas Employees.

5. Copies of the 18 Book Dispatches mentioned in paragraph 3 above are attached for your review. As the subject matter of these Dispatches is incorporated into Agency regulatory issuances it would be appreciated if you would so advise us by returning the attached copies with a request that they be cancelled.



Acting SSA-DD/S

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Attachments
As stated above.

SSA-DD/S:FPB/ms (8 Nov 61)
Distribution:

- 25X1A Orig & 1 - Addressee, w/Atts. (official file cys)
- 1 - DDP/ [] w/o Atts.
- 1 - Chief, OPSER/RID, w/o Atts.
- 25X1A 1 - Chief, DDP/ [] w/o Atts.
- 1 - SSA-DD/S Subj, w/o Atts. ✓