

~~CONFIDENTIAL~~

27 November 1961

MEMORANDUM FOR: SSA/DDS

SUBJECT : Final Roundup of Book Dispatches

1. You may recall in August we circulated a draft CSN intended to eliminate all present collections of book dispatches and enhance the effectiveness of our future use of that medium. In attempting to bring this off, we discovered that quite a few book dispatches simply could not be located by or in RID; some are restricted [redacted] some were not found in the file in which they were supposed to be, and in some cases, the dispatch had been charged out, etc. We now have a listing of all these unlocatable documents.

25X1A

2. Listed below are the "lost" book dispatches originated in your component. Please check back with the originator, locate a copy (it need not be the CS copy), and ascertain whether the book dispatch: a. has served its purpose and may be destroyed, b. should be republished in a regulatory issuance, or c. is being returned to RID for classification into an official CS file. In the event that a copy cannot be found, logic would indicate that we can safely mark it for destruction.

- SSA/Pers - #4, 5, 107
- Finance - #27, 31, 33, 39, 49, 61, 74, 78, 85, 98, 105, 108, 111, 119, 125, 133, 135, 136, 148, 154, 155, 160, 166, 177, 180, 181, 189, 193, 196, 198, 199, 215, 222, 230, 240, 243, 248, 253, 254, 255, 279, 285, 296, 311, 318, 329, 334, 336, 337, 340, 350, 353, 361, 392
- Security - #79, [144] 167, 347, 378
- SSA/DDS - #99, 164, 330, 1283, 1342
- Supply - #104, 112, 123, 129, 149, 187, 190, 192, 207, 227, 244, 263, 275, 294, 302, 346, 357
- SSA/Log - #131, 143, [2545]
- Medical - #171, 762
- SSA/Comptroller - #173
- OL/ICB - #217, 324, 400
- OL/SD - #247, 499, 941, 942
- Training - #1185

57  
41  
98  
71  
97

3. In order to permit publication of the proposed CSN at an early date, it would be appreciated if you would take the above action by 8 December 1961.

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Note: 8 Dec 61 - Received an extension of two or three days fr [redacted] secretary.

DD/P Records Management Officer

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Waiting for additional info.

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I formally advised that all other replies have not been rec'd. (I indicated that reply would be forwarded as soon as prepared.)

SSA-DD/S

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20 Dec 61 - Mr. [REDACTED] suggested that Routing Sheet be prepared.

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Nov 28 16 34 61

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28 Dec 61 - Mr. [REDACTED] advised Mr. [REDACTED] that reply would be forwarded on 29 Dec 61. (He also indicated to him what the reply would be.)