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MEMORANDUM FOR: Chief, Near East and South Asia Division

ATTENTION : Chief, Support Staff

SUBJECT : Vital Materials Schedule

1. Receipt is acknowledged of your memorandum dated 17 November 1959 in which you requested a copy of our Vital Materials Schedule in order to avoid the deposit of duplicate records.

2. Due to the sensitivity and the covert manner of handling of many of our Finance transactions, our Vital Materials Schedule only shows cover numbers pertaining to sealed envelopes or packages with no description as to contents. This method is used as an extra precautionary measure for security reasons. Even the Records Management Officers and those in charge of vital materials of the Agency as a whole are not aware of the nature of the contents of the sealed envelopes and/or packages.

3. I would suggest that we use your proposal in reverse and let the Comptroller's vital materials personnel review your Vital Materials Schedule relating to Budget and Finance matters and we will advise of any duplication. I am sure you realize that our schedules include much sensitive information which does not relate to the NE Division operations and, therefore, should not be made available.

E. R. SAUNDERS  
Comptroller

AHM:epr - Rewritten: ERS/epr

Distribution

O&I - Addressee

1 - Signer

1 - [REDACTED]

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