

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations
FROM : Deputy Chief, Foreign Documents Branch
SUBJECT: Proposed West Coast Trip of Deputy Chief, FDB

DATE: 17 September 1948

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1. Reference is made to Memorandum from AD/00 to Chief, FDB, dated 15 July, subject: "[redacted] Project". Reference memorandum stated that the Director had approved the termination of the [redacted] Project" as of 30 September.

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2. The Chief of the Project was notified of its termination by letter dated 21 July. In view of the fact that [redacted] the Chief of the Project desires [redacted] to continue his education, he will be released from duty there as of 30 September.

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3. Consequently, it is deemed advisable that the Deputy Chief, FDB, go to [redacted] to supervise the termination of the project and to perform such duties as may be required in connection with its termination. Further, that, in conjunction with this duty, he undertake to contact various libraries and individuals on the West Coast for purposes of assisting personnel recruitment and survey of foreign language materials of interest to CIA. For details of proposed action and itinerary please see Appendix A.

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4. Proposed trip will be covered by FDB budget for current fiscal year and will not require Projects Review Committee action.

5. It is hereby requested that proposed trip for Deputy Chief, FDB, to leave Washington on 21 September 1948, to proceed to [redacted] and such other sites on the West Coast as may be verbally indicated so as to return to Washington by 1 October, be approved.

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Approved 17 Sept 48
[redacted]
J. J. BAGNALL

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APPENDIX A

A. Travel Orders

Request for travel orders has been forwarded previously so that advance arrangements could be made.

B. Itinerary

Proposed trip would be by air as follows:

21 September (1645) Leave Washington

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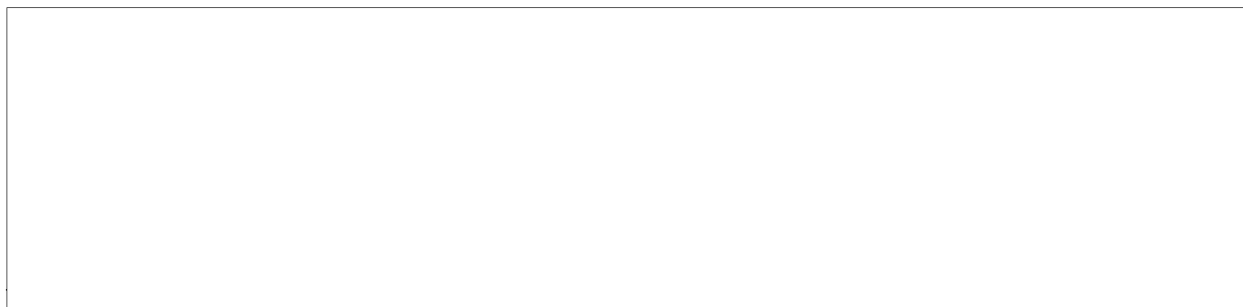
1 October

Arrive Washington

C. Personnel

Verbal approval has been obtained from Chief, Personnel Branch, to contact and recruit prospective personnel. The Placement Division has further supplied necessary forms and will supply names of those already contacted.

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E. Survey

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General survey will be made of foreign document collections and any unique features of the libraries of [redacted]

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[redacted] More detailed survey of [redacted] should have been prepared by Chief, [redacted] Project by termination date.

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Report of these surveys will satisfy CIA Library needs at this time according to [redacted]

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If required inter-library loan arrangements will be established.

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F. Security

[redacted] I&S, has indicated proper procedure to be followed for conducting exit interviews for the two employees being released in California. Separate report will be prepared for him on this phase upon completion of trip.

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