

*Handwritten scribbles and numbers*

25X1A

VIA ATR  
(Specify Air or Sea Pouch)

DISPATCH NO. [redacted] -87

**S E C R E T**  
CLASSIFICATION

**30 AUG 1956**

TO Headquarters DATE \_\_\_\_\_

FROM Chief of Station 25X1A [redacted]

SUBJECT { GENERAL Admin/Finance 25X1A  
SPECIFIC Comments re. Headquarters Letter to [redacted] dated 23 August 1956.

25X1A

1. The [redacted] Finance Officer concurs with the Headquarters view as set forth in paragraph 3 of subject letter in that the only documentation needed for support of [redacted] records in the disbursing of the contractor field allotments is the signed payroll voucher.

25X1A

2. Henceforth, [redacted] proposes to forward only one copy of the time and attendance report to [redacted] via [redacted] pouch. A duplicate copy will be given to the employee at the end of each pay period after the [redacted] supervisor has transcribed the data on to the master attendance sheet.

25X1A

3. This proposal has been discussed with the [redacted] supervisor who is in complete agreement and welcomes the lessening of the paper work. The new Time and Attendance forms which were received recently will not be used as they are not considered necessary for support of [redacted] records.

25X1A

25X1A [redacted]

25X1A  
[redacted] hfw 29 Aug 56

Distribution:  
0 & 2cc forward

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS.   
IF DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: 90/1  
AUTH: HR 702  
DATE: 11/14/81 REVIEWER: 037169

*Handwritten note:*  
Hal advised with communication dated 10/10/56 [signature]

**S E C R E T**  
CLASSIFICATION

UNCLASSIFIED

CIA INTERNAL ONLY

CONFIDENTIAL

SECRET

Approved For Release 2001/03/04 : CIA-RDP81B00878R001200110228-0  
ROUTING AND RECORD SHEET

SUBJECT: (Optional)

25X1A

FROM:

NO.

DATE

[REDACTED] - 087

30 Aug. 1956

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

REC'D

FWD'D

1.

*Fin*

2.

3.

4.

5.

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10.

11.

12.

13.

14.

15.

*original retained  
~~Please get me a copy of  
referred document.~~*