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25X1

NO. 70-6  
Records & Correspondence  
4 December 1963

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[REDACTED]

SUBJECT: Instructions for the Routing of Incoming Correspondence and Cables

1. Cables will be distributed as follows:

a. One copy will be given to the Director or one of the secretaries with the action officer indicated thereon. The Admin Section will determine the officer responsible for action in accordance with area and functional responsibilities.

b. One copy will be given to the Chief of Staff with the action officer indicated thereon. The Admin Section will determine the officer responsible for action in accordance with area and functional responsibilities.

c. The original copy will be given directly to the Action Officer.

d. Copies of all cables will be filed in the chrono files and placed on the reading board.

2. Dispatches and other correspondence:

a. If reproducible or there are sufficient copies, distribution will be as follows:

(1) One copy each to Director and Chief of Staff.

(2) Action copy directly to the Action Officer.

(3) One copy to Chrono File.

b. When two non reproducible copies are received:

(1) One copy routed to the Director, Chief of Staff, and Action Officer in that order. This copy will carry an "ACTION" stamp to insure that it get to the Action Officer as soon as possible.

(2) One copy to the Chrono File.

c. When one non reproducible copy is received:

(1) Copy routed to Director, Chief of Staff, and Action in that order with the "ACTION" stamp.

(2) Dummy copy including references and date to the Chrono File.

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d. A copy of all incoming correspondence will be placed on the reading board where ever possible.

3. The Chief of Staff will follow up to see that action is taken on all incoming correspondence.

4. Action taken in response to incoming correspondence will flow upward from the Action Officer through the Chief of Staff to the Director.

5. RYBAT and TOP SECRET material are not subject to this instruction.



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