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Approved For Release 2002/05/01 : CIA-RDP84-00499R000600040146-6

Executive Registry
66-923

206

2 March 1966

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Cable Secretary

SUBJECT : Agency Procedure for Handling Messages

1. The Director requested that an effort be made to standardize the procedures used for numbering and identifying Agency messages and that a review be made of the feasibility of showing times of transmission and receipt. He particularly desires that all Agency messages, regardless of the originating component, utilize a straightforward and singular system for identification and reference.

2. I have designated the Director of Communications to chair a group to study these procedures and to recommend improvements. Each addressee is invited to designate a representative to this group and to furnish his name to the Director of Communications by the close of business on 4 March.

3. The representatives should be completely knowledgeable of the various categories of messages processed in their Directorates and should be authorized to make changes necessary to achieve the Director's goal.

[Redacted Signature]

25X1A

L. K. White

Executive Director-Comptroller

cc: DCI
DD/S
D/CO

Memo for Record:

Get my name to

[Redacted]

Secretary at 1310, 2 Mar '66

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GROUP 1
Excluded from automatic
downgrading and
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