

**ROUTING AND TRANSMITTAL SLIP**

Date

*1 Jul*

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1.

*ADDA*

*H*

*7-2*

2.

~~*ADDA*~~

3.

4.

~~*ADDA*~~

5.

| Action       | File                 | Note and Return  |
|--------------|----------------------|------------------|
| Approval     | For Clearance        | Per Conversation |
| As Requested | For Correction       | Prepare Reply    |
| Circulate    | For Your Information | See Me           |
| Comment      | Investigate          | Signature        |
| Coordination | Justify              |                  |

**REMARKS**

*Done Y. requested the attached memo; Compt. has, I think, already informed OMB of content orally.*

*John*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

*EXO*

CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

8 JUL 1981

MEMORANDUM FOR: Keith Hall  
Office of Management and Budget

SUBJECT: Designation of Official Required by Paperwork  
Reduction Act of 1980, P.L. 96-511

REFERENCE: OMB Bulletin No. 81-21, dated 8 June 1981

1. Pursuant to paragraph 7 of reference memorandum, Mr. Harry E. Fitzwater, Deputy Director for Administration (DDA), Central Intelligence Agency, Washington, D.C., 20505, telephone [redacted] has been designated as the officer who is to develop uniform policies and procedures to ensure that the Agency effectively and efficiently manages its information resources. In his capacity as the DDA, Mr. Fitzwater is responsible for providing administrative and operational support to all Agency activities. He plans to delegate responsibility for carrying out various aspects of P.L. 96-511 to several officials within the Directorate.

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2. Attached herewith is an organizational chart requested in reference.
3. To date, no implementing documents have been initiated.

151  
Maurice Lipton  
Comptroller

Attachment

EO/DDA/[redacted]:ba(1Jul81)

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**DIRECTORATE OF ADMINISTRATION  
OFFICES**

