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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-23-24

SECURITY  
24 February 1966

REPRODUCTION OF CONTROLLED DOCUMENTS

RECISION: NPIC Notice 10-23-13, dated 13 February 1964

1. Security policy requires that all copies of documents bearing control numbers be strictly controlled and maintained under continuing control. Whenever it is necessary that controlled documents be reproduced the following procedures must be adhered to:

a. Documents Reproduced in Their Entirety

(1) If the document was originated at NPIC, Registry  should be called for the next appropriate copy number.

(2) If the document originated outside of NPIC, Registry  should be called for the appropriate "R" (reproduced) number; e.g., Copy R-1, R-2, etc.

b. Documents Reproduced in Part

(1) A new control number, which may be obtained from Registry, should be assigned such reproductions.

(2) As soon as possible thereafter, Registry will then arrange to acquire the appropriate receipt from the reproducing component.

2. All controlled documents reproduced by Center personnel must bear the applicable original defense classification, codeword (s), control stamp, cover sheets and Group I designator.

Executive Director

Distribution: No. 3

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