

~~SECRET~~  
(When Filled In)

MEMORANDUM FOR: Chief, [redacted] 9 January 1968 /OP  
FROM : Chief, [redacted] /RS/TR  
SUBJECT : Completion of External Training

This is to advise you that JOHN L. POE training request # [redacted] attended the following external training program :

COURSE : Records Management  
INSTITUTION: American University  
DATE : 4-8 December 1967  
GRADE : none

FOR THE DIRECTOR OF TRAINING:

[redacted]

Attachments:

- Grade Report
- Certificate of Completion
- Roster of Participants
- Training Report by Student
- Training Report by Institution
- None
- Other: \_\_\_\_\_

[redacted]

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APPROVED FOR RELEASE  
DATE: 14-Sep-2011