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Executive Registry
63-8498

OFFICE OF THE DIRECTOR

Action Memorandum No. A-312

Date 12 November 1963

ACTION MEMORANDUM

TO [redacted]
Assistant to the Director

SUBJECT : Special Studies

REFERENCE:

1. There have been a series of special reviews and studies concerning the organization and management of the Agency and of the intelligence community made over the period since World War II. These are presently filed in several different places in the Agency, and I think it is important that we start to locate these in a single place and file them together. Will you therefore establish a special section for these reports.

2. As a general guide to the type of report that should be filed in this section I would note the following: Joint Study Group Report of 1960; First and Second Hoover Commission Task Force Reports; Report of the President's Committee on International Information Activities; Report of various Panels established by OSI, TSD and other offices; etc. It probably would be wise to send a memorandum to all office chiefs advising them of the creation of this file and asking them to suggest reports for inclusion.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

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