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19 Sep 59

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MEMORANDUM FOR: Executive Officer,
Office of the Director of Central Intelligence

SUBJECT : Cabinet Paper 59-38/4, "Removal of Papers by Retiring Department and Agency Heads"

1. Recently you forwarded to me the subject Cabinet Paper with a query as to whether any action was required on our part. You called particular attention to recommendations (f), (h), and (i).

2. Our present regulations and instructions adequately cover the over-all problem of protecting official records and intelligence materials from unauthorized removal as required by law and as recommended in the Cabinet Paper. For your information this is covered in considerable detail in paragraphs 1 and 2 of [redacted]" This takes care of recommendation (f). 25X1

3. Regarding recommendation (h), I am satisfied that we are covered by the practices followed in administering the Agency Records Management Program. Record Control Schedules have been completed for almost all DD/I and DD/S offices and are in the process of being completed for all DD/P offices. When these Control Schedules are prepared, it is standard practice to give instructions that personal papers are to be kept separate from official office files. Consequently I do not believe any action is required on this recommendation.

4. Recommendation (i) was stated to have been made at the personal suggestion of the President. The General Counsel has interpreted this as being applicable only to the files and papers maintained by the Department or Agency head. In other words, in our case this would be applicable only to the files in the Director's office. Therefore, any action taken on this would not require the issuance of Agency-wide instructions.

[redacted] 25X1

L. K. White
Deputy Director
(Support)

Attachment:
Subject Cabinet Paper

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