

Tom

63-6469

TO: MR. SI

16 August 1963

MEMORANDUM FOR: General Carter
Mr. Kirkpatrick

I suggest we re-examine our practice of having senior officials, especially the DCI, send letters to foreigners.

STATINTL

STATINTL

Recently a congratulatory letter to [redacted] [redacted] leaked.

NTL

I know the advantages to Agency components of having a top-level signature on a piece of paper, but the DCI himself has always expressed concern about the handling of such correspondence and has always suggested that the letter never be left with the recipient.

I suggest we need a procedure for the secure handling on a read-and-return basis of such letters, and also that a strong justification is needed for use of such a letter. I personally believe that practically all such messages can be handled orally.

I have discussed the subject with Mr. Helms who shares my sentiments.

STATINTL

cc: ExDir

THE REGISTRY FILE
Approved For Release 2002/08/21 : CIA-RDP80B01676R000200140014-2

E12-648

Approved For Release 2002/08/21 : CIA-RDP80B01676R000200140014-2
UNCLASIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	 ^{19 Aug} DD CI	20 Aug	<i>[Signature]</i>
2	ER - for destruction		
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks: I never have agreed with the principle of sending a lot of letters abroad over the DCI's signature, but the previous DCI seemed to want to do this. I think this is exclusively a DD/P problem, and if Mr. Helms shares your sentiments, then I think the solution is very simple: no more letters to foreigners except for those that will be shown to them and retained in our files.

cc: Gen. Carter ✓ LBK

FOLD HERE TO RETURN TO SENDER
FROM: NAME, ADDRESS AND PHONE NO. DATE
Executive Director 17 Aug

Approved For Release 2002/08/21 : CIA-RDP80B01676R000200140014-2
UNCLASIFIED CONFIDENTIAL SECRET (40)