

**TOP SECRET**

*WJ*

DAILY STAFF MEETING

13 August 1951

25X1

[redacted] mentioned that the Director again stressed the need for simple English in official Agency correspondence, memoranda and other papers.

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Mr. [redacted] advised the list of requirements prepared under DCID 4/2 was now ready for submission [redacted]. The collecting offices will indicate the requirements which will require further planning. These items will then be referred back to OCI, OSI, and ORR to determine priorities.

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[redacted]

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[redacted]

ILLEGIB

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