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**CENTRAL INTELLIGENCE AGENCY
OFFICE OF CENTRAL REFERENCE**

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18 October 1961

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MEMORANDUM FOR: Chief of Operations, DD/P
SUBJECT : Photographic Requirements for the Office of the DCI
REFERENCE : Memorandum from Chief of Operations, DD/P, via Executive Officer, DCI, to DD/I, dated 3 October 1961, same subject.

1. Graphics Register OCR has capabilities to service the normal photographic requirements (Presentation Awards, etc.) of the Office of the DCI, and stands ready to accept this responsibility. Should any requirement exceed the capabilities of the Graphics Register, it will call upon TSD/DDP for the necessary technical assistance.

2. Graphics Register will confer with the Office of the DCI and also TSD/DDP relative to the details of the transfer of this responsibility.

**PAUL A. BOREL
Assistant Director
Central Reference**

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OCR/GR 

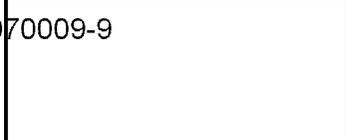
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3 October 1961

MEMORANDUM FOR: Deputy Director (Intelligence)

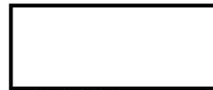
VIA: Executive Officer, DCI

SUBJECT: Photographic Requirements for the Office of the DCI

1. As you are aware, there have been discussions going on for several months on how best to provide rapid and efficient photographic service to the Office of the Director in the new building. In the past, the major burden of this work has been carried on by the Technical Services Division, DD/P, as well as by Graphics Register of OCR. Since it is not presently planned that TSD move to the new building, we have investigated the possibility of a photographer from TSD sharing space in one of the photo labs designed for units moving to the new building. It appears, however, that presently planned space would not permit the efficient use of such a TSD photographer at times other than those when he was undertaking work for the Office of the Director.

2. It is, therefore, requested that Graphics Register accept this responsibility after the move, and consult to the extent necessary with the Office of the Director and with TSD to assure its capability to meet requirements likely to arise. TSD for its part stands ready to assist in any way in the transfer of this function.

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Richard Helms

Chief of Operations, DD/P

cc: C/TSD

CONCUR:

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Executive Officer, DCI

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