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30 December 1965

MEMORANDUM FOR: **Eolene F. Vincent**
VIA : **NE/RMO**
SUBJECT : Records Officer Appointment

1. In accordance with a request received from your component, you are hereby appointed a Records Officer in the Clandestine Services. Your functions are described, in summary, in [redacted] [redacted] You have also participated in a training course in which these functions were reviewed in some detail.

2. The essence of your appointment is that you now occupy a position of trust in which you are expected to draw on your knowledge and experience to exercise responsible and sound judgment in building and maintaining a professionally useful records system in the Clandestine Services. You are, at the same time, expected to train and guide others within your component in these respects.

3. A copy of this memorandum will be placed in your official personnel folder.

[redacted]
DDP Records Management Officer

APPROVED FOR
RELEASE DATE:
03-Aug-2009

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