

DISPATCH

CLASSIFICATION

SECRET

PROCESSING ACTION

MARKED FOR INDEXING

NO INDEXING REQUIRED

ONLY QUALIFIED DESK
CAN JUDGE INDEXING

MICROFILM

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SOURCE METHOD EXEMPTION 9B2B
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2006

TO Chief, EUR

INFO. Chief of Station, Germany;
Chief of Base, Frankfurt

FROM Chief, Munich Liaison Base

SUBJECT CATUSK
Briefing by

ACTION REQUIRED - REFERENCES
FOR YOUR INFORMATION

1. In response to a request by Alias ACKERMANN of CATUSK came to Munich on 23 January 1967 in order to brief ACKERMANN on some aspects of record flow and control. It is this aspect of the Records Integration Program which bothers ACKERMANN the most. He was looking for ammunition with which to convince UTILITY of the need to centralize the control for all records and specifically of recording all correspondence, no matter how sensitive, in one place. ACKERMANN brought his new assistant for records management Alias SEYBOLD along.

2. [] had prepared a special chart showing typical document flow and control which he gave ACKERMANN at the end of the briefing. Although the chart prepared by MKTOPAZ was marked confidential, it contained in effect nothing one could not find in a good book on records management. The briefing included the flow of documents from subordinate installations to a final resting place in Headquarters. Handling by the receiving mail room, analysis, machine input, microfilming, desk officer, and final disposition were covered. Each step of the way was gone over in detail. The importance of having the originators of letters understand the problem of proper marking for index and file were stressed.

3. ACKERMANN and SEYBOLD had many questions, most of them centering around security of documents and control of them during their flow through various stages in processing. ACKERMANN had some of the samples of punched tickets, cards, and abstracts that he had received at Headquarters and we explained in detail how these were used.

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EGMA-70012

EGMX-2321

17 FEB 1967

CROSS REFERENCE TO

DISPATCH SYMBOL AND NUMBER

DATE

11 February 1967

CLASSIFICATION

HQ'S FILE NUMBER

SECRET

32W-5-25/8

ORIGINATING

CONTINUATION OF
DISPATCH

CLASSIFICATION

DISPATCH SYMBOL AND NO.

S E C R E T

EGMX-0321

4. Both ACKERMANN and SEYBOLD expressed their great appreciation for the briefing, their questions and comments were a clear indication that the material presented was either new to them or at least cleared up questions in their mind. ACKERMANN again expressed his appreciation of the material presented and especially of the chart to [] at a later meeting.

5. Chief, MLB wishes to express appreciation to Chief of Base, Frankfurt, for their aid in this aspect of the liaison function. Our special appreciation goes to [] for his competent and excellent presentation of a subject on which CATUSK has great need of improvement.

APPROVED: []