

SECRET**9 August 1954****MEMORANDUM FOR THE RECORD****SUBJECT:** Instructions for Mail

Received:	
<input type="checkbox"/>	JOR
<input checked="" type="checkbox"/>	RDD
<input type="checkbox"/>	CEH
<input checked="" type="checkbox"/>	WHL
<input checked="" type="checkbox"/>	FILE

1. This supersedes the memorandum on this subject of 29 January 1954.

2. mail should now be prepared as follows:

a. Prepare an inner envelope. Stamp classification and type addressee's name on inner envelope. Cover with a sheet of white paper to ensure that classification will not show through outer envelope.

b. Prepare an outer envelope as follows:

**Via Registered Mail**

3. Return address on outer envelope, in all cases will be:

Mr. E. M. Ashcraft



4. Seal material in envelopes (with document receipt made out from OSA/PC/DCI) and send via registered mail. Forward with pink mail clip to Mail Room.

CLAUDE E. HAWLEY
Office of the Special Assistant
to the Director
for Planning and Coordination

OSA/PC/DCI:CEH:pjg

Distribution: 1 to each employee
1 Dorothy Gilligan

1 Mr. Hawley

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