

Records 6
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Machine Records Division

27 August 1954

Deputy Chief, Administration & Training Staff/SO

Badge Records

25X1A9a

1. The agreement between our offices together with [REDACTED] of the Records Management Division is set forth herein for clarification.

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2. In order to maintain as currently as practicable the badge records, it is agreed that duplicate sets of such records will be produced by the Machine Records Division at three month intervals throughout the fiscal year.

3. Each new set of cards will be picked-up by [REDACTED] and at the Vital Materials Center he will be responsible for the filing of the newly run cards and for the destruction of any obsolete badge records.

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Concurrence:

Chief, Physical Security
Branch/SO

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(8-27-54)

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