

FILED: 64 7/11/55
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RECORDS MANAGEMENT DIVISION

PROPOSED ISSUANCE: Regulation No. Transmission and Control
of Classified Matter
Draft dated 15 August 1955

X Substance

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Management Staff

8 September 1955

Revis
: Recommend that paragraph 3b(1)(a) be amended to include the use of Form No. 240 (formerly 35-16), Courier's Classified Mail Receipt, for the transmission of Confidential and Secret material within CIA. of the Security Office was contacted regarding this change. He suggested that this change be noted as part of our concurrence.

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Recommend that the changes in paragraph 3b(1)(b), page 10, be made as follows:

(b) Outside CIA

- Revis*
- (1) Page 10, line 16, to read: (formerly No. 35-16), Courier's Classified Mail Receipt, prior
 - (2) Page 10, line 28, to read: document or material shall be a Form No. 615 (formerly No. 38-16). Document.....

(Job #623-REB)

Due: 6 September 1955

Recommended changes in paragraph 3b(1)(b) - Continued

- (3) Page 10, line 30, to read: the office initiating the transmission. Form No. 615 (formerly No. 38-16).

Agreeing
Recommend that the inventory and reporting requirements of paragraph 3c(3)(f) on page 14 be stated as follows:

(f) Inventory and Accountability Control

As of 15 June and 15 December of each year, Area and Unit Custodians of Registered Documents will inventory the registered documents in their custody and submit a report thereon to the CIA Custodian of Registered Documents. Form No. 303, Registered Material Transfer Certificate and Semiannual Report, shall be used to report this inventory.

This suggested revision was discussed with [] Office of Security, and [] CIA Custodian of Registered Documents.

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[Signature] 9/8