Approved For Release 2005/11/21 : CIA-RDP70-00211R000300120011-2

FILED : RETURN TO

LIST OF MATERIAL FOR TRANSFER TO LOGISTICS

IN CONNECTION WITH MAIL, MESSENGER AND COURIER FUNCTIONS

NOW PERFORMED BY MAIL CONTROL SECTION, RECORDS SERVICES DIVISION

GENERAL SERVICES OFFICE

1. Position Descriptions for All Jobs in the Mail Control Section.

2. Employee Record Card (OF-4b) For All Employees in Mail Control Section.

STAT 3. [redacted] - Courier Schedule for Collection and Distribution of Mail.

STAT 4. [redacted] - Addressing of Inter-Office Mail.

STAT 5. [redacted] - Addressing of Mail.

6. Cards Showing Special and Scheduled Courier and Messenger Assignments.

STAT 7. [redacted] Penalty Indicia Mail.

8. Proposed Regulation, Mail Service - (Ready for Submission).

9. Proposed Directory (Handbook) of All Registries in the Agency. (Discussed with Regulations Control Staff. Ready for Submission as soon as a few revisions have been completed).

10. Proposed Internal Operating Procedures for Mail Service. (Complete with exception of section to be prepared relating to reports). STAT

This material given to [redacted] following a meeting attended [redacted] STAT for Means [redacted] STAT [redacted] (Exception item 9 which we propose to complete & then turn over to Logistics) STAT

JS 15 Feb. 54

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