

*File Records Center*  
*[Signature]*

**SECRET**

CIA ARCHIVES & RECORDS CENTER

18 March 1966

*3/22/66*

MEMORANDUM FOR: Chief, Personnel

25X1

SUBJECT : Summer Employee Program

REFERENCE : Memo same Subj.  dtd. 15 Mar. 1966

25X1

1. The Archives and Records Center can utilize three (3) summer employees during the 1966 summer employment season.

2. These summer employees will continue the projects started by summer employees in previous years, which consists of inventoring Records Center holdings, consolidating files, merging three incomplete sets of Agency Information Reports into one Archival Series. The utilization of summer employees for these projects has proven very satisfactory in previous years, and the Agency derives many tangible and intangible benefits from this program. One of the tangible benefits is the elimination of duplicate files. During the 1965 season, 182 cubic feet of duplicate files were indentified by the summer employees and destroyed.

3. Since these projects require the moving of boxes from shelf to work area to shelf, it is preferred that as many of the three summer employees as possible be male.

25X1

Deputy Chief

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

*[Handwritten initials]*