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15 October 1968

MEMORANDUM FOR: 25X1A9a [redacted] Leading Officer, [redacted]  
ATTENTION : [redacted]  
SUBJECT : Registered Conferees - Record Management Conference

25X1A6a

1. This is to confirm my phone conversation today that as of this moment 65 people have indicated they will stay overnight at [redacted] on 22 October. Attached are two copies of the list of Registered Conferees recorded at this time. We established the date of 11 October for final notification of Office designees to attend the Conference. Additions and deletions have occurred subsequent to that date and undoubtedly some additional changes will be necessary. We shall keep you informed of any such changes.

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2. This list does include the Records Center personnel; they are not a consideration insofar as billeting is concerned. Thirteen of the Center personnel will stay for dinner and 14 will join in the happy hour. [redacted] does plan for his people to attend portions of the Conference commensurate with suitable staffing requirements.

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3. [redacted] plans to be at [redacted] Monday, 21 October to assist in the last minute arrangements.

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[redacted]  
Chief

Records Administration Branch

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Attachment

Distribution:

Orig. & 1 - Addressee

1 - (Conference File) ✓

1 - RAB (Chrono)

1 - Records Center w/o attachment

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification