

~~SECRET~~

MEMORANDUM FOR: [REDACTED]

25X1A9a

SUBJECT: Invitation to Address the Support Services Course for Career Trainees

1. You are invited to present the following subject _____

CIA Records Management Policies

in the Support Services Course for Career Trainees on _____

Friday, 20 October 1967 in Room 1D1601 Hqs.

2. Attached are a schedule and a guidance sheet which tells of the nature of the course, the student body, and gives some suggestions for handling your subject. If you desire any further assistance in the preparation of your presentation, please contact the Course Chief Instructor, [REDACTED] on Extension 3567.

25X1A9a

[REDACTED]

JOHN RICHARDSON
Director of Training

FOIAb3b

Attachments:

- A. Schedule
- B. Speaker Guidance

15 attended this class

Also note:

on 19 July 1967 (25) CT's attended the class