

15 March 1972

MEMORANDUM FOR THE RECORD

SUBJECT: Revision of DCI Chapter in Correspondence Guide

1. In March 1972 the Records Staff undertook to update and reprint the Correspondence Handbook to satisfy a request from DDS&T for 150 copies.

2. coordinated the Chapter IV with *proposed revisions of* the TS Control Officer ~~proposed revisions~~ and Chapter V with Mr. Colby's office. Barbara later called and said in the Director's Office wished to review the final draft.

3. On Monday, 13 March 1972 at 3 p.m. I met with Elizabeth and we reviewed the newly revised draft of the Correspondence Guide. She noted and requested:

a. Please indicate that there is never a courtesy copy with a letter. (This was done in paragraph 111a and 111b)

b. Delete the word "Transmittal" from Exhibit 7. Just use "Memorandum For" (Paragraph 117 and Exhibit 7 were changed to cover this.)

c. In the DCI Area they are using less courtesy copies but cannot discontinue them completely. There usually is one with a memorandum but not with a letter. And yet, some memos do not need courtesy copies. (She allowed that it would be impossible to make an overall statement for a guide. She said they can easily remove the copy when it is not needed, so let them come with the memos.)

d. The Director uses "My Dear Mr. President" and "My Dear Mr. Senator (Surname)", "My Dear Mr. Congressman (Surname)", or "My Dear Mr. Chairman." (A note was added at the end as Chapter V to cover this).

e. The Director sometimes uses the first name in his salutation and "Cordially" in his closing. (She said it would be impossible to list who these cabinet and other officers are for such special instructions therefore, she asked us to retain paragraph 114 which uses "Sincerely" and "Respectfully Yours".)

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f. Emphasize that the dates should be left off until it is signed (Paragraph 113 was underscored for emphasis).

4. [] examined the rest of the Guide making various observations about the difficulty of issuing guidance that was always applicable without exception. She had no proposals or requests to make in other sections.

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5. I specifically indicated the Guide introduction and foreword with their recommendation that personnel use the Government Correspondence and Printing Manuals for reference. [] had no objection to this. I showed her the deletion of ten pages of details (41-50) with reference to the Government Manual and she had no objection to these either.

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6. The introduction and Foreword were given to [] for review and he asked us to insert the words "use of the [] discontinued" so as not to imply that this HB had used regulatory power to discontinue a Handbook.

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7. [] coordinated on the forms involved and each was updated.

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CIA Records Administration Officer