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*AVAILABLE*

12 August 1963

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Revised Correspondence Handbook

1. The attached revised Correspondence Handbook [REDACTED] is submitted for your approval, coordination and publication. In keeping with our policy to improve paperwork management programs the handbook was revised to update and modernize the Agency correspondence practices. This publication will rescind [REDACTED] dated May 1955.

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3. Any questions arising during the coordination may be referred to Miss [REDACTED] on extension [REDACTED]

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Record Administration Officer

Attachment