27 October 1967

MEMORANDUM FOR: Chief, Records Administration Branch

Chief, Regulations Control Branch

Area I Team Area II Team

Area III Team

25X1A

SUBJECT

: White House Ceremonies for Foreign Dignitaries

REFERENCE

: C/SSS memorandum dated 26 July 1967, subject:

After Duty Hours Security Check

1. We are required from time to time to ask for volunteers to attend White House ceremonies for visiting dignitaries. In order to ensure equity in the selection of people to represent the Support Services Staff, the will keep a record of who has attended and when they

went.

- 2. A rotational order of groups occupying areas as defined in reference memorandum, including the Records Administration Branch and the Regulations Control Branch, will be employed, i.e., when the Support Services Staff receives a request for someone to attend a White House ceremony, the will contact the person responsible for the Area or Branch which is next in the order of rotation to obtain the name of the individual who will attend.
- 3. Owing to the overlapping of Section personnel in the established Areas, the responsible named Area individual shall coordinate the attendance of any employee not in his functional Section with the appropriate Section Chief.

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RECORDS MANAGEMENT STAFF OCTOBER 1959

Directs the Agency Records Management Program which broadly covers the creation, maintenance, use, and disposition of records, and specifically includes Correspondence Management, Reports Management, Forms Management, Records Systems, File Standards, Records Disposition, Vital Records, operation of the Agency Archives and Records Center, and liaison with other government agencies on records management matters. | HECORDS MANAGEMENT OFFICER FOR REPORTS AND UNITED AGENCY ARCHIVES AND UNITED AGENCY ARCHIVES AND DISPOSITION BRANCH RECORDS CENTER (FIELD EXTENSION)