

*Cable Secretariat*

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29 June 1964

Chief, Records Administration Staff

Revised Records Control Schedule

1. Your revised Records Control Schedule has been reviewed and approved by this Staff. The original copy is being retained here as the Agency's permanent record. One copy is being forwarded to the Records Center and the enclosed copies are for your use.
2. Your superseded schedule may be destroyed as we are the office of record on all records schedules. We keep all schedules (old and new) as permanent records.
3.  did an excellent job on the new schedule. We were particularly impressed with the thorough description of the contents of the files. Such a complete description should be of a real help to you in disposing of your records.
4. As  told you an Agency-wide survey of controls and procedures of Top Secret and Code Word material is being conducted by an Agency committee. When a decision is reached on Top Secret logs we will notify you. In the meantime the logs are shown in your schedule as temporary - disposal not authorized pending Agency decision on disposition.



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Attachment

Distribution:

- Original and 1 Addressee
- 1 - Records Center
- 1 - Records Disposition
- 1 - Records Administration Staff