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Executive Registry
64-389

OFFICE OF THE DIRECTOR

Action Memorandum No. A-347

Date 17 January 1964

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TO : Deputy Director/Intelligence *389/3, 5 Feb 64*
Deputy Director/Plans *389/1, 3 Feb 64*
Deputy Director/Science and Technology *389/4, 6 Feb.*
Deputy Director/Support *389/2, 3 Feb 64*

SUBJECT : Central Record of Inter-Agency Meetings

REFERENCE: Action Memorandum 303

1. Attached are copies of a list of inter-agency meetings in which CIA representatives participate. Certain meetings, which have an asterisk next to them, have been tentatively selected as being concerned with policy and other matters of interest at the DCI level.

2. I would like each Deputy to look over this list to make certain that it is complete, that the names of the meetings are accurate, and that present Agency representation at these meetings is properly listed.

3. Each Deputy should indicate if there are meetings at which his directorate is not now represented but in his opinion should be.

4. It is also important that each Deputy review those meetings having an asterisk to make certain that they properly fall within the category of "concerned with policy and other matters of interest at the DCI level". These meetings were tentatively selected for this category. Therefore, Deputies should (a) indicate which meetings are not of a policy nature so they can be taken off the list and (b) those which should be added to the list because they might involve policy concerning the O/DCI.

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5. In order to keep data sheets (see attachment) current, each directorate should submit promptly to the DDI/OCR/LS (Room 2 E 49) all appropriate information on new or discontinued inter-agency groups and other changes that must be recorded to keep records on a current basis.

6. When Agency components are requested by other agencies to send a representative to inter-agency meetings being newly formed, this should be reported at the Executive Committee meeting to insure that Agency representation will best represent the Agency as a whole as well as the special interests of all the concerned Agency components.

7. I would like to have the answers to paragraphs 2, 3 and 4 above by 3 February.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

O/ExecDir rkg

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