

15 April 1963

OFFICE OF SECURITY DIRECTIVE NO. 63-4

FOR : All Office of Security Employees

SUBJECT: OS-Administrative  
(Form No. 745 - Indices Search Request)

1. A revised Indices Search Request, Form No. 745, is available through the Building Supply Office, and is intended as a replacement for Forms No. 1734, 1735, and previous editions of Form No. 745.

2. Effective immediately, written requests for Indices searches will be submitted on revised Form No. 745. This Form contains a section for "Search Instructions", which is to be completed by the requester. These instructions are intended to allow the requester to define the scope of the search, and provide for a search of the names as written, or a search of name variations in those specific instances when a requester knows a record exists but is uncertain of the spelling of the name. Known variations of the name to be searched may, of course, be listed by the requester as separate items. The requester should indicate whenever an Indices check only is desired and files are not to be pulled.

3. Also, the requester may limit his search to certain types of index cards, including overt cards only, covert cards only, subject cards only, overt subject cards only, covert subject cards only, or he may request a search of all cards, by checking one or more of the appropriate instruction boxes on Form No. 745. The instruction block, "SRD/CAB Analysis of Files", is for internal use by the Security Records Division only.

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Sheffield Edwards  
Director of Security

*Restored per  
C/SN + c D  
9/2/72*

C-O-N-F-I-D-E-N-T-I-A-L

GROUP I  
Excluded from automatic  
downgrading and declassification