## Approved For Release 2000/09/14: CIA-RDP83B00823R000800130029-5

1 6 DEC 1975

MEMORANDUM FOR: Chief, Policy & Plans Group

SUBJECT : Use of CIA Letterhead Stationery

REFERENCE: Memo dtd. 9 Dec. 75 from DDA; Same subject.

- 1. Currently, the only use made of CIA Letterhead Stationery in the Security Records Division (SRD) is in reply to requests for the accreditation of representatives of some fifty (50) federal agencies and departments of the Executive Branch of the Government.
- 2. The only supply of letterhead stationery in SRD is in the Analysis & Releasing Branch of SRD.

25X1A Chief,

Security Records Division

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SUBJECT: (Optional)	KOO111	10 AND	KECOK	RD SHEET	
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FROM:		tionery			
CL/SRU	25X1A		EXTENSION	NO.	
GE-31			7338	DATE	
O: (Officer designation, room number, and	, , , , , , , , , , , , , , , , , , ,	DATE.	7336	16 December 1975	
numg		DATE		COMMENTS (Number each comment to show from what to whom. Draw a line accomment to show from what to whom.	
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C/PPG 4E58					
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SUBJECT: (Optional)	*	1 1 0		•
Use of CIA	Lette	rhead S		
FROM:			EXTENSION	NO.
Danuta Divontan of Con-		(Dan)	5041	DATE 12 0EC 1975
Deputy Director of Secu TO: (Officer designation, room number, and	<del></del>	<u> </u>	5861	~ ~ **E9 10/0
building)		ATE	OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1,	RECEIVED	FORWARDED		The control of the co
C/A&TD 4E 69, HQS	DEC 191.	of of of		Attached is a self-explanato
2.		10		memorandum from the Deputy Director for Administration
3.				concerning the erroneous use of CIA letterhead sta-
C/PPG				tionery.
4.				So that a control plan may be developed, please advise Policy and Plans Group which
5.				OS components (including field offices) have a supply
				of such stationery, which
<b>6.</b>			•	have a need to use it, and for what purpose(s).
7.				Deadline: 18 December 1975.
8.				1-3. Personnel Branch/A&TD has a supply of CIA letterhea
9.				stationery which is used for retirement and condolence letters prepared for D/Sec's
0.				signature.
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SUBJECT: (Optional)	T - 4 ·	1		-
25X1A Use of CIA	Lette	erhead S	Station EXTENSION	ery No.
•			ENTERIOR TO	
Deputy Director of Secu	rity	(P&M)	5861	DATE 1975
O: (Officer designation, room number, and puilding)		DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whi
1.	RECEIVED	FORWARDED		to whom. Draw a line across column after each commer
C/IRG GE 31, HQS	/>	NEI	ED	Attached is a self-explanat
D. 10 1				memorandum from the Denuty
DD/P+M1 0/PP6				Director for Administration concerning the erroneous
c.1006				use of CIA letterhead stationery.
13 9 (3)				So that a control plan may
				Policy and Plans Group which
				OS components (including field offices) have a supply
				or such stationery which
				have a need to use it, and for what purpose(s).
				Deadline: 18 December 1975.
				126 hor no-CIA letterhead stationery
				lellermens were f.
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SUBJECT: (Optional)				
25X1A Use of CIA	Letter	rhead S	tatione	erv
FROM:			EXTENSION	NO.
				DATE
Deputy Director of Secu	rity (	(P&M)	5861	DATE STORY OF THE
TO: (Officer designation, room number, and ouilding)	DATE		OFFICER'S	COMMENTS (Number each comment to show from who
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment
C/SSC 3F 22, HQS				Attached is a self-explanato memorandum from the Deputy
3.				Director for Administration concerning the erroneous
				use of CIA letterhead stationery.
A.				So that a control plan may be developed, please advise Policy and Plans Group which
5.	·			OS components (including field offices) have a supply of such stationery, which
6.				have a need to use it, and for what purpose(s).
7.				Deadline: 18 December 1975.
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