

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

2 June 1978

MEMORANDUM FOR: Chief, Management and Planning Group, IMS/DDO

FROM:

Chief, Records Review Branch, ISAS/DDA

SUBJECT: General Donovan Papers

1. One of the tasks remaining on subject papers is to stamp those documents earmarked for declassification considering that the collection will probably be turned over to a private university. The stamp denoting declassification should deface the documents as little as possible. It should also contain a symbol unique to the collection, the date of declassification, the declassifying agency, and the authority. Further declassification data on the stamp seems unnecessary, because CIA can retain the individual worksheets covering the collection.

2. The suggested declassification stamp for those General Donovan documents to be declassified is along the lines suggested by Edwin A. Thompson, Director, Records Declassification Division, National Archives and Records Service (Paragraph 3 of the attached letter). The stamp would read:

DECLASSIFIED D-1978  
CIA -

with "D" the unique symbol for the Donovan collection. A number, such as 780001 could be used, with 78 representing the declassification year and 1 the first in a series of collections to be declassified. However, given the importance of the Donovan collection, a unique letter symbol seems in order. It is suggested that in the interest of saving time declassification stamps in the required number be ordered from a local store specializing in rubber stamps.

Attachment: a/s

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