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THE DIRECTOR

February 3, 1950

THE EXECUTIVES' CONFERENCE

At the Executives' Conference, January 30, 1950, Messrs. Tolson, N. H. McCabe, Glavin, Harbo, Nichols, Rosen, Mohr, Carlson, Ladd and Fletcher in attendance, the Conference was advised with reference to the handling of correspondence concerning field technical surveillances that instructions require that they be sent under confidential cover marked "June." Further, that this material is also to be retained in a file separate and apart from the main file room in a confidential office where other confidential correspondence is now handled and filed.

With reference to the filing of this material at the Seat of Government, reference was made to the instructions to the field which were in effect that this material was to be placed in a sub-file and handled by a separate group of employees. The Conference was advised that the establishment of sub-files at the Seat of Government had been considered by the Records Section, and the Records Section recommended that instead of a sub-file at the Seat of Government, the correspondence be charged out from the main file of the Records Section, utilizing appropriate charge-out slips in the pertinent files and that the material thereafter be retained in the confidential office. In other words, the June material relating to technical surveillances would be recorded and indexed in the main file, but the actual written material would be charged out of the file reflecting that it was in the possession of the personnel handling the material in the Confidential Room. There, it would be retained in appropriate file folders. The Conference was advised that the Security Division handling the Confidential Room was willing to accept the suggested system of the Records Section if that best suited their operations.

The Conference was of the unanimous opinion that the file material could be handled and retained in the Confidential Room in the manner suggested by the Records Section. If you approve, the material will be so recorded, serialized and filed.

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DATE \_\_\_\_\_ BY \_\_\_\_\_

Respectfully,  
For the Conference

INDEXED  
RECORDED - 111

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FEB 8 1950

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. J. P. Mohr  
Mr. H. H. Clegg

HEF:tlc

FEB 10 1950

Hand copy  
6/29/66

WTR

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DATE 5/8/91 BY SP-5 EJM