

TAB

28 May 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 39453

SUBJECT: Procedure for Requesting Official Personnel Folders of Former Federal Employees

1. Effective immediately, the following procedure will apply to requests for the official Personnel Folder of an individual who has been employed in the Executive Branch of the Federal government since 1 April 1947 and who is being appointed to a position in the Central Intelligence Agency.

2. The tables appearing on pages RI-40 and RI-41 of the Federal Personnel Manual will be reviewed to determine which Federal agency has custody of the folder.

a. If the General Services Administration, Federal Records Center, 1724 Locust Street, St. Louis, Mo., has custody of the Official Personnel Folder of an individual appointed to a position in the CIA, the folder will be requested only when a Full Clearance for the employee concerned has been received by the Personnel Office. Folders will not be requested from the Federal Records Center for any individual entering on-duty with less than full clearance,

b. If the Official Personnel Folder is in the custody of a Federal agency other than the Federal Records Center, a copy of Standard Form 50 effecting the individual's appointment in CIA will be forwarded to that agency with a request for the Official Personnel Folder,

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GEORGE E. MELOON  
Personnel Director

*Recorded by  
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