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16 September 2010

Delores M. Nelson
Information and Privacy Coordinator
Central Intelligence Agency
Washington, DC 20505

Re: MDR Request – ARCINS index

Dear Ms. Nelson:

This is a request on behalf of National Security Counselors (“NSC”) pursuant to the provisions of Executive Orders 12958, 13292, and 13526 for Mandatory Declassification Review of **the current index of the ARCINS computerized records management system which provides an index to all file folders deposited in the Agency Archives and Records Center (“AARC”).**

We request that any documents or records produced in response to this request be provided in electronic (soft-copy) form wherever possible. Acceptable formats are .pdf, .doc, .jpg, .gif, .tif. Please provide soft-copy records by email or on a CD if email is not feasible.

Your cooperation in this matter would be appreciated. If you wish to discuss this request, please do not hesitate to contact me.

Sincerely,



Kel McClanahan
Executive Director