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16 September 2010

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

Re: MDR Request – “Headquarters Handbook” – last edition

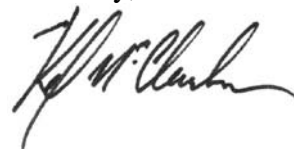
Dear Ms. Nelson:

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 last edition of the Central Intelligence Agency (“CIA”) Office of Information Management Services (“IMS”) document known as the “Headquarters Handbook” or “HHB.”** This request is *not* for the current edition, but instead for the most recent *non-current* edition (i.e. the *last* edition before the current edition). Also, if several distinct documents are collectively called the “Headquarters Handbook,” this request is for *all* of them, as long as none of them are currently in effect.

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