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2 October 2010

Scott Koch
Acting Information and Privacy Coordinator
Central Intelligence Agency
Washington, DC 20505

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

Dear Mr. Koch:

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 (“MDR”) of **the current edition of the Central Intelligence Agency (“CIA”) Office of Information Management Services (“IMS”) document known as the “Headquarters Handbook” or “HHB.”** If several distinct documents are collectively called the “Headquarters Handbook,” this request is for *all* of them. If portions of the “Headquarters Handbook” are ineligible for MDR because they have undergone declassification review within the last two years, you may exclude those portions from this request, but please continue to process the request for the remaining portions.

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