

1st November 1962.

CABLE LISTS

Your attention is drawn to the following points:-

- Miss Blair*
Miss Scott
Miss Wood
Miss Brown
Miss Hall Miller
is Jaqueline
- It may be advisable to make a note of item 3 if a cable is dictated.*
- (1) If a cable contains information which makes it undesirable from a security point of view that it should be circulated with the general list, the sender or recipient should notify Cable Department that the cable in question is to be excluded from the general list.
 - (2) The practice of filing the daily list is in general unnecessary and undesirable. A master copy is always kept in Cable Department for a period of three years and can be referred to if necessary. Copies of cable lists should be destroyed promptly by shredding.
 - (3) As a result of my circular of 22nd October the circulation of the general cable list has been cut considerably. To ensure effective communication between departments, the sender or recipient of a cable must request Cable Department to send copies of cables which contain information of interest to other departments to those departments.

A.D. McCormick
Secretary.

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