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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 1/21/2010

To: Records Management

Attn: Records Support Services
[Redacted] Room PA-520

From: Director's Office

Community Relations Unit, Room GRB-B

Contact: [Redacted]

Approved By: [Redacted]

Drafted By: [Redacted]

Case ID #: 188A-HQ-C1243327 (Pending) 2189

Title: Community Outreach Program New File Request

Synopsis: The Director's Office (DO), Strategic Communication Section (SCS), Community Relations Unit (CRU), requests the opening of new 188A-HQ-C1243327 files.

Details: The Director's Office, Strategic Communication Section, Community Relations Unit requests the opening of the following new 188A-HQ-C1243327 files:

Youth Programs 188A-HQ-XXXXXXX

Community Relations Executive Seminar Training 188A-HQ-XXXXXXX

In addition, to further assist in the program management oversight administrative files, the following files will require new 188A-HQ-XXXXXXX case files and SUB files to be opened.

Citizens' Academy Administrative File 188A-HQ-XXXXXXX

SUB A. Applications and Background Assessment Checks

SUB B. Federal Bureau of Investigation Citizens' Academy Alumni Association

SUB C. 5 Year Alumni Re Certification

SUB D. Federal Bureau of Investigation National Citizens' Academy Alumni Association

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*upheld
1/27/10
CA*

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To: Records Management From: Director's Office
Re: 188A-HQ-C1243327, 1/21/2010

LEAD(s):

Set Lead 1: (Action)

RECORDS MANAGEMENT

AT WASHINGTON, DC

Create case files and SUB files.

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