

INTERNATIONAL BANK FOR
RECONSTRUCTION AND DEVELOPMENT

September 30, 1946

ADMINISTRATIVE ORDER NO. 3

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SUBJECT: ORGANIZATION OF THE COMMUNICATIONS AND RECORDS SERVICE

1. There is hereby established the office of Chief of Communications and Records.
2. Pending further organization, the Chief of Communications and Records shall be responsible to the Vice President.
3. The Chief of Communications and Records shall direct the following activities:
 - a. Receiving, opening and routing all incoming written official wire, mail and other communications, except personal and routine communications which will be forwarded unopened directly to the addressee.
 - b. Maintaining a system for the registration of such messages as required.
 - c. Receiving, unsealed, and dispatching all outgoing written official communications.
 - d. Preparing receiving records for written communication services purchased.
 - e. Maintaining the general central files covering all types of written or recorded communications, except as specifically excluded.
4. All minutes, agenda, and similar documents pertaining to the Executive Directors are hereby designated as communications to be excluded from the general central files except insofar as such documents are distributed by the Secretary to the Chief of Communications and Records for filing in the general central files.
5. Margaret Odell is hereby designated as Chief of Communications and Records.
6. The Communications and Records Service will be located in Room 1020.

Harold D. Smith
Vice President