

FROM: (Headquarters component) SB/RMO		SUBJECT AND PROJECT FILE REQUEST AND FIELD NOTIFICATION OF ACTION		
TO : RID/AN				
TO : (Station/Base)		FROM: (Division) SB		
INFORMATION FOR REQUESTERS				
COMPLETE ITEMS 1 THROUGH 12. ITEM 3-ALL FILE TITLES MUST BE STERILE SINCE THEY WILL APPEAR ON THE FIELD COPIES AND ON MACHINE LISTS. ITEM 6-ALL REMARKS MUST BE STERILE. ITEM 7 AND 8-USE FIRST THREE LETTERS OF DISPATCH SYMBOLS FOR FIELD STATIONS AND LIST HEADQUARTERS ELEMENTS ACCORDING TO ESTABLISHED NUMERIC CODES.		ITEM 10-ENTER OLD TITLE WHEN AMENDING A TITLE. CITE ANY FILES, SUCH AS 201 OR PROJECT FILES THAT ARE RELATED TO THE FILE COVERED BY THIS REQUEST. ITEM 10 MAY ALSO BE USED TO GIVE REASONS FOR THE ACTION BEING REQUESTED, TO IDENTIFY THE TYPE OF MATERIAL TO BE PLACED IN A FILE OR TO MAKE OTHER EXPLANATORY REMARKS. ITEM 11-A RECORDS OFFICER MUST SIGN ALL FILE ACTION REQUESTS. CONSULT YOUR RMO ON ANY PROBLEMS THAT ARISE.		
INFORMATION CONCERNING FILE				
1. TYPE OF FILE		2. CODE (FILE) NUMBER		
<input type="checkbox"/> SUBJECT <input checked="" type="checkbox"/> PROJECT		COUNTRY NUMBER 002	CATEGORY NUMBER 126	SPECIFIC SUBJECT NUMBER 021/01
3. FILE TITLE (SPECIFIC SUBJECT) (PROJECTS LIMITED TO 15 SPACES) OBTUSE				
ACTION REQUIRED				
4. ANALYSIS ACTION		5. DISPOSITION		
<input type="checkbox"/> OPEN FILE	<input checked="" type="checkbox"/> CLOSE FILE (INDICATE DISPOSITION)	<input checked="" type="checkbox"/> RETAIN	<input type="checkbox"/> DESTRUCTION RECOMMENDED THRU (DATE)	
<input type="checkbox"/> AMEND FILE TITLE	<input type="checkbox"/> REOPEN			
6. REMARKS (FOR FIELD DISTRIBUTION)				
7. INTERESTED STATIONS (PROJECTS ONLY) EKA		8. INTERESTED HEADQUARTERS DESK (LIST ACTION DESK FIRST) 002 033		
9. FILES ACTION				
<input type="checkbox"/> HOLD IN CS FILES	<input type="checkbox"/> RESTRICTED	<input checked="" type="checkbox"/> UNRESTRICTED	<input type="checkbox"/> PREPARE FOLDER AND SEND TO REQUESTER	<input type="checkbox"/> CHARGE PERMANENTLY TO (OFFICER & DESK)
10. COMMENTS (INCLUDE SPECIAL HEADQUARTERS ROUTING INSTRUCTIONS)				
DECLASSIFIED AND RELEASED BY CENTRAL INTELLIGENCE AGENCY SOURCE METHODS EXEMPTION 3B2B NAZI WAR CRIMES DISCLOSURE ACT DATE 2007				
11. ENDORSEMENT		12. COORDINATION		13. RID APPROVAL
SIGNATURE OF BRANCH/DESK R. O. 		SIGNATURE OF BRANCH/DESK R. O. (WHEN APPLICABLE) 		REQUEST APPROVED BY
EFFECTIVE DATE 31 March 1971		CODE (FILE) NUMBER 002 126 021/01		