

FROM: (Headquarters component)  <b>SE/CI</b>		<b>SUBJECT AND PROJECT FILE REQUEST AND FIELD NOTIFICATION OF ACTION</b>		
TO :  IP/AN				
TO : (Station/Base)		FROM: (Division)  <b>SE</b>		
<b>INFORMATION FOR REQUESTERS</b>				
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.		
<b>INFORMATION CONCERNING FILE</b>				
1. TYPE OF FILE  <input checked="" type="checkbox"/> SUBJECT <input type="checkbox"/> PROJECT		2. CODE (FILE) NUMBER COUNTRY NUMBER      CATEGORY NUMBER      SPECIFIC SUBJECT NUMBER  74                              120                              64		
3. FILE TITLE (SPECIFIC SUBJECT) (PROJECTS LIMITED TO 15 SPACES)  <b>REDCAP GUIDANCE AND SUPPORT</b>				
<b>ACTION REQUIRED</b>				
4. ANALYSIS ACTION OPEN FILE <input checked="" type="checkbox"/> CLOSE FILE (INDICATE DISPOSITION) AMEND FILE TITLE      REOPEN		5. DISPOSITION <input checked="" type="checkbox"/> RETAIN      DESTRUCTION RECOMMENDED THRU (DATE)		
6. REMARKS (FOR FIELD DISTRIBUTION)  <div style="text-align: right; padding-right: 50px;">DECLASSIFIED AND RELEASED BY CENTRAL INTELLIGENCE AGENCY SOURCE METHODS EXEMPTION 9828 NAZI WAR CRIMES DISCLOSURE ACT DATE 2007</div>				
7. INTERESTED STATIONS (PROJECTS ONLY)		8. INTERESTED HEADQUARTERS DESK (LIST ACTION DESK FIRST)  <b>411</b>		
<b>9. FILES ACTION</b>				
<input type="checkbox"/> HOLD IN CS FILES	<input type="checkbox"/> RESTRICTED	<input 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)				
11. ENDORSEMENT SIGNATURE OF BRANCH/DESK R. O.  I RO #200		12. COORDINATION SIGNATURE OF BRANCH/DESK R. O. (WHEN APPLICABLE)		13. RID APPROVAL REQUEST APPROVED BY  <b>[Signature]</b>
EFFECTIVE DATE  <b>September 23, 1975</b>		CODE (FILE) NUMBER 74      120      64		