Note: Changes to attached chart

RECEIPTING PROCEDURES

All mail with Locator Tickets attached received by your office
is to be acknowledged to the document Locator Section by follow-
ing the steps indicated below:

The Locator Ticket

The Locator Ticket contains a five unit code, identifying
the document, which can be translated into locator cards.
The ticket is made in either nine part or two five part
tags. Each part is called a ticket stub.

To acknowledge receipt of a document

1. Remove the lowest numbered ticket stub from each docu-
   ment received.

2. Attach ticket stubs to key ring.

3. The IBM card - Fill in date and time of receipt for
   each group of documents received in a mail delivery
   or pick-up. This IBM card identifies the receipting
   "Locator Point". (Note: Use of orange card will
   alert Locator Section to replenish stock.)

4. Place in out box for delivery to Locator Section. Do
   not use envelopes.