

Orl. Re Inst. 3-1

TO : *All ARO's*

26 February 1959

FROM : Chief, Records Management Staff

SUBJECT: Courier Receipt and Log Record and the
New Agency Chain Envelope

1. Experience over the past several months has indicated that the Courier Receipt and Log Record (Form 240), and the new Agency Chain Envelope, could be used to greater advantage.

2. The enclosed memorandum provides additional instructions on the use of these mail management tools. I feel that these instructions, in the hands of the people directly responsible for sending and receiving mail, will promote proper and more extensive use of Form 240 and the Chain Envelope. Accordingly, I would appreciate as wide a distribution as possible of this memorandum. Additional copies of the enclosed memorandum and its attachment are available from this Staff.

25X1



MORI/CDF