

In GSA per J. Owens. 2/2/72

Corres symbols are assigned
by Austin Flights' shop.
agencies N = NARS
dept office level NR = Records Mgmt
dept is dir NRP - Natl Recs Paperwork Mgmt
(Br is 4th letter)

as Regional level 3 letters given for Branch
level in the field.
2 letters - Dir level in field
also prefix w/ Region #

3 - RP = Region 3 and Dir in the field

Asst Commissioner and above may request corres symbols.
All others are assigned by the Flights' office.
full, old symbols are disposed of, new ones made for a regy.

Corres Dept AB being redone (Ricks)

Forms & Guide letters " "

Specialty forms " "

Coord. in process

Info - Retrieval (Sent) ready

Microfilm process.

28 Feb 72

Rita additional corrections
for Correspondence HB

(Hayel has HB)

Introduction - Page iii

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Add note re:

Availability of Tabs as separators in RAB

Cable procedures in ???

Page 4 - delete title on Part 1

note re Part 1 Format and Stationery Requirements
note re Part II Copy Requirements.

Page 18 - Exhibit II - add "2" to bottom of page 2

Delete all reference to HB number.

Delete from all pages.

Add a date to the HB, per Ruth.
is a HB - perhaps change to a manual
per Auth O'D. 7/29 ad