

CONFIDENTIAL

NOTICE FOR KY-3 CUSTODIAN

SUBJECT: KEY CARDS FOR KY-3

1. This office has recently installed a new data processing system. You will no longer receive the pre-punched card to sign for destruction of used keycards. You will however, receive two sets of Form 153. One set is for new material received and the other set for used keycards to be destroyed. The two forms will be combined as one in the near future.

2. In order for this office to maintain your crypto account in a manner consistent with good accounting principles, it is requested that both sets of forms be signed and one copy of each returned to this office on a timely basis. Your cooperation in this matter will be greatly appreciated.

3. Should you have any questions regarding the above procedure, please contact

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