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# United States Senate

COMMITTEE ON FOREIGN RELATIONS

WASHINGTON, D.C. 20510

WILLIAM B. BADER, STAFF DIRECTOR  
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December 8, 1980

Dear Roxanne:

A couple of things you should know about our filing system.

We keep two copies of all outgoing correspondence: a yellow copy and a green copy. The incoming correspondence is attached to the yellow copy and these letters are filed according to the subject matter and then chronologically within each file. The green copies are filed alphabetically, and then chronologically within each file.

Today, we sent you 36 boxes from Washington (C1-36)

C1-6 -- 1976-77 Greens

C7-12 -- 1973-74 Greens

C13-15 -- 1970-72 Greens

C16-21 -- 1967-69 Greens

C22-24 -- 1970-72 Greens

C25-36 -- 1979 Yellows

C25 -- Idaho/General - January - August

C26 -- Idaho/General(Sept. - Dec. 1979)/FG/AirForce (Jan-June) casework

C27 -- FG/Airforce and Army (Casework) (to be restricted)

C28 -- FG Military Casework (to be restricted)

C29 -- DOD Casework (restricted)/ Administration/Foreign Relations

C30 -- Foreign Relations Feb-December

C31 -- PR General January - August

C32 -- PR General August - December

C33 -- Federal Govt. - HEW casework - restricted

C34 -- Leg/Ag- Communications

C35 -- Leg Consumer - Energy

C36 -- Energy

Jean