

Enclosure No. 2

CONTROL NO. (1)	SEC. CLASS (2)	ORIGIN (3)	FILE NO. (4)
DATE OF MAT. (5)	DATE REC'D (6)	DATE OUT (7)	ROUTING (8)
SUBJECT (10)  (11) TO:  FROM:			CROSS REFERENCE (9)
			ROUTING
			TIME OUT
			(12) →
DEFER ACTION UNTIL (13)	ANSWERED (14)	NO. REPLY (15)	COURIER NO. (16)
FORM NO. FEB. 1952	35-1	FILE AND ROUTING SLIP	(18-42) 1

INCOMING CORRESPONDENCE

Control Tickets prepared by R & S Branch and number assigned, which appears on the ticket and all copies of the document.

OUTGOING CORRESPONDENCE

Control Tickets prepared by secretary or clerk in originating component, attached to the document and routed through R & S Branch for numbering.

Form No. 35-1, to be redesignated Form No. 238, is comprised of six parts:

Copy No. 1

Stays with the document until finally dispatched, replied to, or filed.

Copy No. 2

Retained by R & S Branch and filed by origin or source of material.

Copy No. 3

Retained by R & S Branch. Filed numerically in suspense pending return of No. 1 Copy as reply, indicating "no reply required" or "filed in Div/Staff."

Copy No. 4

Copy taken by Div. or Staff as record of receipt or dispatch of material and disposition within the Div. or Staff.

Copy No. 5

Copy taken by Branch or other component as record of receipt or dispatch of material and disposition within the Branch or assignment to an individual.

Copy No. 6

Same as Copy No. 5.