

Enclosure 3.

EXAMPLE OF PROPERLY PREPARED INCOMING TICKET

CONTROL NO.		SEC. CLASS	ORIGIN		FILE NO.
		Secret	Management Staff		OL 5 5555
DATE OF MAT.	DATE REC'D	DATE OUT	ROUTING	CROSS REFERENCE	
14 Nov 55	14 Nov	18 Nov			
SUBJECT					
Example of Properly Prepared Control Ticket.					
TO: Chief, Admin Staff/OL					
FROM: Chief, Mgt. Staff					
					ROUTING
					TIME OUT
					OL/Admin
					14 Nov
					R & S Br.
					15 Nov
DEFER ACTION UNTIL		ANSWERED	NO REPLY		COURIER NO.
FORM NO. FEB. 1952					35-1 FILE AND ROUTING SLIP
					1

EXAMPLE OF OUTGOING REPLY TO ABOVE (same ticket)

CONTROL NO.		SEC. CLASS	ORIGIN		FILE NO.
		Secret	Management Staff		OL 5 5555-A
DATE OF MAT.	DATE REC'D	DATE OUT	ROUTING	CROSS REFERENCE	
14 Nov 55	14 Nov	18 Nov			
SUBJECT					
Example of Properly Prepared Control Ticket.					
TO: Chief, Admin Staff/OL					
FROM: Chief, Mgt. Staff					
					ROUTING
					TIME OUT
					OL/Admin
					14 Nov
					R & S Br.
					15 Nov
					OL/Admin
					17 Nov
					C/Mgt. S
					18 Nov
DEFER ACTION UNTIL		ANSWERED	NO REPLY		COURIER NO.
		17 Nov 55			
FORM NO. FEB. 1952					35-1 FILE AND ROUTING SLIP
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