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					1
Control Ticket.				ROUTING	DUT
TO: Chief, Admin Staff/OL				OL/Admin	14 Nov
FROM: Chief, Mgt. Staff				R & S Br.	15 Nov
	1.0				·
DEFER ACTION U	NTIL ANSH	ERED NO	REPLY	COURIER	No.
FORM NO. 35-	ı FILF	AND	ROUTINI	G SLIP	1
FEB. 1952 35-1 FILE AND ROUTINIG SLIP 1					

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