

9 February 1978

RECORDS REVIEW PROCEDURE

RRP 78-3

HANDLING DOCUMENTS REQUIRING NAME CHECKS

I. When a review determination is to be based upon the presence of names, and when a list of such names has been submitted for a check in accord with RRP 78-2, the following procedure should be followed while the check is pending:

1. The document is stamped and given a document number but no final action is taken. The Form 4023A is also filled out, also without a final action indicated.
2. The outside edge of the document should be paper-clipped for later identification and the Form 4023A should be annotated in the manner most convenient to the reviewer (e.g. a temporary notation of "name").
3. All Forms 4023A are to remain together.
4. The document is not to be removed from its place in file while the name check is being carried out. Files likewise are to remain in place in their box and job.

II. When the determination is made on the name, the document is retrieved, final action is taken and the Form 4023A appropriately annotated. In the event that the records have been returned to AARC, final action will be taken there by the RRB staff, when a sufficient number of determinations make such a trip practicable.