

Date: \_\_\_\_\_

Director  
Att: W. H. ...

F# 44-74-16

SAC ... Title ROBY

ASAC \_\_\_\_\_

Supv. \_\_\_\_\_

Agent \_\_\_\_\_

SE \_\_\_\_\_

IC \_\_\_\_\_

CC \_\_\_\_\_

Steno \_\_\_\_\_

Clerk \_\_\_\_\_

JUL 11 1961

ACTION DESIRED

- Acknowledge
- Assign \_\_\_\_\_ Reassign \_\_\_\_\_
- Bring file
- Call me
- Correct
- Deadline \_\_\_\_\_
- Deadline passed
- Delinquent
- Discontinue
- Expedite
- File
- For information
- Initial & return
- Leads need attention
- Return with explanation or notation as to action taken.
- Open Case
- Prepare lead cards
- Prepare tickler
- Recharge serials
- Return assignment card
- Return file
- Return serials
- Search and return
- See me
- Send Serials \_\_\_\_\_ to \_\_\_\_\_
- Submit new charge out
- Submit report by \_\_\_\_\_
- Type

**EXACT COPY**

See reverse side

SAC [Signature]  
Office [Signature]