

To:

Director

Att:

Date 12/21/65

FILE # 44-700

- SAC _____
- ASAC _____
- Supv. _____
- Agent _____
- SE _____
- IC _____
- CC _____
- Steno _____
- Clerk _____

Title Asst. Dir.

ACTION DESIRED

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

SIX

UNREC
10 DEC 21 1965

ENCLOSURE

SAC _____

Office _____

See reverse side