

Routing Slip
FD-4 (Rev. 10-13-60)

Date _____

- To _____
- Director
 - Att. _____
 - SAC _____
 - ASAC _____
 - Supv. _____
 - Agent *Hestly* _____
 - SE _____
 - CC _____
 - Steno _____
 - Clerk _____

FILE # _____

Title _____

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. | |

Jim - For your discretion

Sgt. *H* _____

See reverse side

Office _____