

SYMBOLS USED BY RECORDS BRANCH

-  - Blue circle indicates subject of mail.
-  - Red X indicates see reference.
-  - Red underlining indicates pertinent information to be typed on "see" card.
-  - Dotted circle indicates main card found in index.
-  - Blue zip in circle indicates main card not found.
-  - Green line through blue zip indicates main card has been entered.
-  - X in circle over the name indicates not necessary to make a main card. Also means no indexing by the field office, which should be in the lower right hand corner of mail.
-  - Blue flag indicates cards in index on same name but not necessarily subject.
-  - Green zip through X indicates "see" card has been entered.
-  - Blue N before classification number above Records Branch block indicates new case has been opened.
-  - Green X or green underlining indicates Agent wants additional indexing.