

Routing Slip
FD-4 (Rev. 3-1-73)

Date 3/2/79

To: Director

Att.: Connie Frvitt FILE _____

FOIPA Unit Title _____

SAC Room 6984

ASAC _____

Supv. _____

Agent _____

SE _____

SC _____

CC _____

Steno _____

Clerk _____

RE: Urtef call 3/2/79

Rotor #: _____

ACTION DESIRED

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

SAF A. S. HAMILTON

Office BALTIMORE

See reverse side