SYMBOLS USED BY RECORDS BRANCH

O - Blue circle indicates subject of mail.

X - Red X indicates see reference.

— - Red underlining indicates pertinent information to be typed on "see" card.

⊙ - Dotted circle indicates main card found in index.

Ø - Blue zip in circle indicates main card not found.

Ǿ - 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.

Ǿ - Blue flag indicates cards in index on same name but not necessarily subject.

✳ - Green zip through X indicates "see" card has been entered.

N - Blue N before classification number above Records Branch block indicates new case has been opened.

X— - Green X or green underlining indicates Agent wants additional indexing.