

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

SA A. S. HAMILTON

Office BALTIMORE

See reverse side