DEPARTMENT OF NATIONAL DEFENCE-OTTAWA, CANADA

SUBJECT DISTRICT COURT-MARTIAL

ION. ALVIN ARTHUR B.58615 SGT.

CENTRAL REGISTRY	DATE	P.A. QR BF.	INITIALS	REFERRED TO	FOR REMARKS	(N)TIALS	DATE
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PR 5 1945	14/45	PA.		JC.M	trute ple-		

^{1.} Files should be retained no longer than absolutely necessary. If a file is frequently needed at short intervals, it is better to B.F. it for two or three days than keep it out of Central Registry indefinitely. This ensures it being completed and kept in order, and also gives other offices an opportunity to use same.

2. Gentral Registry should be notified whenever a file is passed direct to another branch.

3. All outgoing letters should bear the official file number.