

CONFIDENTIAL

H.Q. 301-1-85

**SUBJECT**

FAIRBANKS, GEORGE EDWARD B-612 R.

CONFIDENTIAL  
H.Q.C. 55-F-886

CENTRAL REGISTRY	DATE	F.A. OR S.F.	INITIALS	REFERRED TO	FOR	INITIALS	DATE
<p>Of purpose for which referred search for mentioned ex one line  enter here "With Minute"</p>							

2-12-46

CENTRAL REGISTRY	DATE	F.A. OR S.F.	INITIALS	REFERRED TO	FOR	INITIALS
OF PURPOSE FOR WHICH REFERRED MUST BE EXPRESSED ON ONE LINE (enter here "With Minute")						
<b>OVERSEAS COMBINED</b>						

## NETKE

1. Files should be retained no longer than absolutely necessary. If a file is frequently needed at short intervals, it is better to D.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 others access to information of no value.

2. Central Registry should be a working reference file. It is never a place to shelve a file, and should be used by all branches.

**PASS THIS FILE ON**

**PASS THIS FILE IN ENVELOPE**