

CROSS REFERENCES

FILE NUMBER	SUBJECT
1.....
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REGULATIONS

1. This cover must not be folded under.
2. File should be retained no longer than is absolutely essential. 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 Records indefinitely. This ensures its being completed and kept in order and also gives other offices an opportunity of using it.
3. Records must be notified whenever a file is passed direct to another Division.
4. All outgoing letters should bear the official file number and originator's designation.
5. ONE SUBJECT—ONE COMMUNICATION—Where the contents of outgoing letters necessarily refer to more than one subject, the originator will prepare additional copies for attachment to relevant files.
6. Correspondence must not be removed from file, except as provided in the regulations governing the conduct of correspondence.
7. Incorrectly filed material will not be removed without notification to Records.
8. Official office designations are to be used for routing purposes.
9. Disposal entries on file jackets must be initialled and dated.
10. Blue Slips will not be attached to files without notification to Records.
11. Urgent Tags, flags and other markers will be removed in Divisional Offices as soon as appropriate action on the folios has been taken.
12. Officials are reminded that strict adherence to the security regulations is essential when dealing with classified material.