H.Q.C. 55-L-2255

CONFIDENTIAL

DEPARTMENT OF NATIONAL DEFENCE—OTTAWA, CANADA

SUBJECT

FIELD GENERAL COURT-MARTIAL

LACHAPELLE, EDWARD JAMES B-32227 SIGMN.

CONFIDENTIAL
H.Q.C. 55-L-2255

CENTRAL REGISTRY	DATE	P.A. OR B.F.	INITIALS	REFERRED TO	FOR ACTION	INITIALS	DATE
					(If purpose for which referred cannot be expressed on one line, add separate sheets and enter here "With Minute")		
							31-1-47

OVERSEAS COMBINED

NOTICE

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. Central Registry should be notified whenever a file is passed direct to another branch.
3. All outgoing letters should bear the official file number.

PASS THIS FILE IN ENVELOPE