H.Q.C. 55-B-3232 CONFIDENTIAL

DEPARTMENT OF NATIONAL DEFENCE—OTTAWA, CANADA

SUBJECT

FIELD GENERAL COURT-MARTIAL

BELL, CLAUDE MORTIMER B-85022 PTE.

CONFIDENTIAL
H.Q.C. 55-B-3232

CENTRAL REGISTRY	DATE	P.A. OR B.F.	INITIALS	REFERRED TO	FOR [illegible]	INITIALS	DATE

(If purpose for which referred cannot be expressed in one line [illegible] enter here "File Minute".)

24-4-47

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