

<u>To Be Forwarded</u>	<u>Report</u>	<u>Reference</u>	<u>Copies</u>	<u>Addressee</u>	<u>Via</u>
When requested, usually August	Lists of Reference Books, Periodicals and Subscription's Required	10-20	2	Asst. Dir. (Admin.)	Airmail
As of October 31	Annual Statement on Trade Prospects. <i>See Note 3</i>	8-73	5	Director	Airmail
Not later than November 30	Future Plans of the Office. <i>See Notes 1 and 4</i>	8-74	2	Director	Airmail
To reach the Depart- ment three months before the effective date of increase	Recommendation for Salary Increase for Locally-Engaged Staffs Abroad (Form TCS 104)	L 7-45	1	Asst. Dir. (Pers.)	Airmail
*D. Every Three Years					
As of June 30 (from 1961)	Inventory of Post Property	10-50 12-51	2	Asst. Dir. (Admin.)	Ordinary Mail
E. When Requested					
On request of the Director	Officer Rating Report (Form TCS 107). <i>See Note 5</i>	1-22-10	1	Director	Airmail
On request of the Director	F.S.E. Rating Report. <i>See Note 5</i>	1-22-10	1	Asst. Dir. (Pers.)	Airmail
On request of the Director	Efficiency Rating and Appraisal Form (Form CSC 64). <i>See Note 5</i>	1-22-10	2	Asst. Dir. (Pers.)	Airmail
On request of Editor, "Foreign Trade"	Report on Business Conditions for Each Country in the Post Territory—for publi- cation	11-32-3	3	Editor, "Foreign Trade"	Airmail

- NOTES: 1. To be marked "Duplicate for the Annual Report of the Office."
 2. Where applicable.
 3. To be classified "Confidential".
 4. Optional.
 5. To be marked "Personal".