

ADMIN MEETING W/MARWELL - JUNE 1, 1995

1. New format for outgoing correspondence
 - a. "Second" page (to be stapled to Chron file copy & copied onto the back of the last page of the correspondence for all internal copies) will contain the following information:
 - i. Person/Address
 - ii. File name
 - iii. File number (ex. 4.23.3)
 - iv. Drafter initials/Typist initials
 - b. If the document has multiple pages the header for the pages (except for the first) is:
 - i. Person's name (document is going to)
 - ii. Page Three (number spelled out)
 - iii. Date (written out)
2. New format for Memoranda
 - a. All is left flush
 - b. MEMORANDUM (bold and all caps)
 - c. Date (written out)
 - d. To:, From:, Subject: (single spaced)
 - i. The From must be initialed before sent out.
 - e. For internal memos the file name and File number will be placed at the bottom of the last page.