

# MEMORANDUM

July 7, 1995

To: File

From: Joan Zimmerman

Subject: Secret Service Material

Yesterday Ann Parker, Management Analyst at the Secret Service (1310 L Street, 6th floor), gave me the following items, which I had requested on June 27, 1995:

1. *Administrative Files Classification Code (Index to Major Subject Groups)*, 4 pages
2. *Office-Abbreviation Sequence*, 4 pages
3. *Table of Contents of Administrative File Codes* (in use since 1983), 11 pages
4. *Table of Contents of Case Classification Codes and Case Types*, 7 pages

On June 27, 1995, Ann Parker gave me a current organizational chart of the Secret Service. This chart also has attached to it a discussion of the functions of the various administrative divisions.

All of these materials should remain in our secured room until further notice.