

Incoming Compliance Letters

1 - main office chron (in Jack Tunheim's office)

1- Compliance Binder

1- Jeremy and David (use routing slip)

1- Ron (he may make his own, check)

Please ensure that I get two copies of every incoming compliance letter

1 - for R&A Chron

1- for 4 series agency file

Outgoing Compliance Letters

1 - Compliance Binder

1- for 4 series agency file

1- main Chron

1- R&A Chron

1- Ron FYI Copy

1- David & Jeremy FYI Copy to share (use routing slip)