

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.