

PH 12A-1
PH 12A-2
PH 12A-3

HW58-0008160



From: Records Services

Date: November 5, 1963

Subject: Label for Non-Current Records
Form 22903



In order to simplify the preparation and identification of records being prepared for storage in Central Records Bureaus and in the Records Center, form 22903 has been revised into a three part snap-out pre-carboned form.

PART 1 - Original (white) will be attached to the carton in accordance with present procedures.

PART 2 - Duplicate (green copy) would be filed in date or numerical sequence by item number with existing form 22904.

PART 3 - Triplicate (yellow copy) will be the same as the present yellow duplicate copy and handled in the same manner as in the past.

The duplicate (part 2) will replace the posting to form 22904, thereby eliminating a transcription. When the carton is destroyed such destruction can be stamped thereon, the label moved to an inactive file for one year. The triplicate (part 3 - yellow card) will be filed in the Central Records Bureau by date of action to be taken, that is, destruction or shipment to the Records Center.

A similar type system as outlined above has been in effect at the Records Center and has proved very satisfactory.

Part 7, section 1, division 101, Exhibit "E" of the Manual of Accounting is being revised to reflect this change, but you may use this letter as advance notice of the change.

R. C. Grimes
R. C. Grimes
Manager, Records Services

W. Litchford - R & C

03117177

November 1963

STANDARD