

SUBJECT AND PROJECT FILE REQUEST

TO: RIM/Analysis Section  
2000 L Building  
Extension 2395

FROM: (Name, Branch, Zone and Building, and Box)  
Joseph S. Piccolo  
WH/4 2011 Barton Hall  
Ext:2971

INSTRUCTIONS FOR REQUESTERS

- A. COMPLETE ITEMS 1 THROUGH 6.
  - B. IF YOU ARE AMENDING A FILE TITLE, PLEASE INCLUDE BOTH THE OLD AND NEW TITLES IN BOX 3 AND IDENTIFY EACH.
  - C. IN COMPLETING ITEMS 4 AND 5, PLEASE USE CABLE SYMBOLS FOR FIELD STATIONS AND LIST HEADQUARTERS COMPONENTS ACCORDING TO THE STANDARD ABBREVIATIONS GIVEN IN CSN 9-30.
  - D. UNDER "COMMENTS," ITEM 8, CITE ANY FILLS, SUCH AS 201.
- FILES OR ROOF PROJECT FILES THAT ARE RELATED TO THE FILE COVERED BY THIS REQUEST. THE SPACE IN BOX 6 MAY ALSO BE USED TO GIVE THE REASONS FOR THE ACTION BEING REQUESTED, TO IDENTIFY THE TYPE OF MATERIAL TO BE PLACED IN A FILE, OR TO MAKE OTHER EXPLANATORY REMARKS. A RECORDS OFFICER MUST ENDORSE ALL FILE ACTION REQUESTS. THIS ENDORSEMENT MAY BE GIVEN BY TELEPHONE. RID WILL HANDLE ANY COORDINATION THAT MAY BE NECESSARY.

INFORMATION CONCERNING FILE

1. TYPE OF FILE		2. CS FILE NUMBER		
<input checked="" type="checkbox"/> SUBJECT	PROJECT (Indicate status)	COUNTRY NUMBER	CATEGORY NUMBER	CASE NUMBER
STATUS		19	120	13
<input type="checkbox"/> ACTIVE	<input type="checkbox"/> INACTIVE	<input type="checkbox"/> DELETED		

3. FILE TITLE  
**AMPALM GROUP OPERATIONS-GENERAL**

4. INTERESTED STATIONS  
HAVA      MIAM  
SACU

5. INTERESTED HEADQUARTERS DESKS  
WH/4/Ca

RID ACTION REQUIRED

6. ANALYSIS ACTION		7. FILES ACTION	
<input checked="" type="checkbox"/> OPEN FILE	<input type="checkbox"/> CLOSE FILE (Indicate disposition)	<input type="checkbox"/> HOLD IN RID/FILED AS UNRESTRICTED FILE	<input type="checkbox"/> HOLD IN RID/FILED RESTRICTED TO (Desk)
<input type="checkbox"/> AMEND FILE TITLE		<input checked="" type="checkbox"/> PREPARE FOLDER AND SEND TO REQUESTOR	<input checked="" type="checkbox"/> CHANGE PERMANENTLY TO (Officer & desk) Joseph S. Piccolo WH/4/Ca
DISPOSITION			
<input type="checkbox"/> RETAIN	<input type="checkbox"/> DESTROY		
DESTROY AFTER	YEARS		

8. COMMENTS  
File is to be used for all information pertaining to group activities that are not considered 201 material.

ENDORSEMENTS

SIGNATURE OF UNIT RECORDS OFFICER Joseph S. Piccolo	SIGNATURE OF COORDINATOR	SIGNATURE OF CHIEF, RID/ANALYSIS 03 [Signature]
EFFECTIVE DATE	FILE NUMBER	
	19	120 13