

2006-0490-F  
2006-0530-F  
2006-0531-F

ID # 118479 CU

### WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

- O - OUTGOING
- H - INTERNAL
- I - INCOMING

Date Correspondence Received (YY/MM/DD) 95/06/30

Name of Correspondent: STARLIGHT COALITION

MI Mail Report User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: REQUESTS MEETING WITH ADMIN. MEMBERS & DECLASSIFICATION OF ALL RECORDS RELATED TO UFOs

ROUTE TO: Office/Agency (Staff Name)	ACTION Action Code	Tracking Date YY/MM/DD	DISPOSITION	
			Type of response	Completion Date YY/MM/DD
<u>WJ MIKVA</u>	ORIGINATOR	<u>95/06/30</u>	<u>WS</u>	<u>C 95/06/30</u>
<u>WJ AT 16</u>	Referral Note: <u>A</u>	<u>95/06/30</u>	<u>WS</u>	<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>
	Referral Note:	<u>1 1</u>		<u>1 1</u>

**ACTION CODES:**

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure
- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

**DISPOSITION CODES:**

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

**FOR OUTGOING CORRESPONDENCE:**

- Type of Response - Initials of Signer
- Code - "A"
- Completion Date - Date of Outgoing

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Keep this worksheet attached to the original incoming letter.  
Send all routing updates to Central Reference (Room 75, OEOB).  
Always return completed correspondence record to Central Files.  
Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

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