Memorandum for the Record. A report for file of a conversation or meeting in order to formally document the event. Format contained in Figure 22-2.

HEADING

SSIC

Code/Office

Date

MEMORANDUM FOR THE RECORD

Subj: ALL CAPS

1. Information on the (meeting, conference, telephone conversation, person involved, etc.)

2. This and subsequent paragraphs will contain:

a. Background and discussion (when necessary for clarity).

b. Conclusions reached and decisions made.

c. Staff agencies responsible for specific action (if applicable).

/s/ (Name)

(Grade)

CLASSIFICATION

Figure 22-2.--Format for Memorandum of the Record

22-5