Date

%

MEMORANDUM FOR THE RECORD

%

Subj:\*\*SUBJ LINE 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)

(Office Code

)

CLASSIFICATION

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