

[Office of the Director Letterhead (see Figure A-13)]

MEMORANDUM

To: The Record

From: (Name)
Deputy Director

Subject: Telephone Call from John Smith, Executive Director, Ashton Oil

The Memorandum for the Record is generally used in reporting significant calls or visits that should be known to various members of the discipline or the U.S. Geological Survey. Also, highlights of important meetings may be reported in this manner.

(Type on file copies only)

cc: Director's File - MS 114 (White letterhead –xerox)
Director's Chron - MS 114 (White letterhead –xerox)
Official File Copies (as appropriate)

USGS:DO:JSmith:db:11/15/2xxx:(703)648-xxxx:file name

FIGURE A-9
MEMORANDUM FOR THE RECORD