

This is a **SECRET** file

If it is charged to you it is your responsibility to ensure its safe custody, to see that no unauthorised person has access to it and to produce it at any time on request.

All movements of this file must be notified to the Registry by means of the Charge Slip procedure, or noted in an approved Divisional or Branch record.

Whenever a document whether classified or not is registered to the file it must be serially numbered and indexed on the minute sheet showing the classification of the document and its serial number. In addition all **SECRET** documents must be listed below.

A form H.O. Est. 99 must be completed in respect of each incoming document classified **SECRET** registered to the file and sent to the appropriate Registry.

When more than one copy of a **SECRET** document is despatched a circulation list showing the names of the addressees to whom they have been sent must be kept within the file.

Serial No.	From	To	Date
1	Codee	PS/SqS	9/12/93
2	Lynne	Stephens	9/12/93
3	N. Lyell	PM	9/12/93
4	Codee	Thomas	9/12/93.
5	Stephens	Lynne	12/93
6	Fell	PS/SqS	9/12/93
7	Maccabe	Williams	9/12/93
8	Williams	PS/SqS	9/12/93
9	Bell	Boeter	9/12/93
10	Stephens	Thomas	9/12/93
11	Thomas	PS/SqS	9/12/93
12/13/14	Codee	PS/SqS	9/12/93
15	Lynne	Stephens	10/12/93
16	Stephens	Codee	10/12/93
17	Stephens	Lynne	10/12/93
19	Bell	PS/SqS	10/12/93
20	Thomas	PS/SqS	10/12/93

RELATED FILES

Number	Title

PRECEDENTS NOTED UNDER: Subject—Volume/Page

First occasion	
Second occasion	
Third occasion	