

Receipt Number:

CLASSIFIED MATERIAL RECEIPT

Classification of Document:

Sent By: *(Name, Unit, Address)*

Date of Document:

Description of Document:

Date Transmitted	To: <i>(Name and address)</i>	Received by: <i>(Signature)</i>	Date Received

USCOMM-DC 89-1967

INSTRUCTIONS

This form is completed for each transfer of TOP SECRET and SECRET material. Use of this form for the transfer of CONFIDENTIAL material is the option of the sender.

Receipt Number: Receipts may be numbered consecutively within each office.

Classification of Document: Enter the highest level of classification of the material being transmitted.

Sent by: Enter the sender's name, title or office, and short address.

Date of Document: Enter the date, if any, of the document being described.

Description of Document: Enter an unclassified subject, title, or brief description of the material. Include a short description of any enclosures or attachments, copy numbers, control numbers, and any other data which may be used to identify the material.

Date Transmitted: Enter the date on which the material is transmitted.

To: Enter the intended recipient's name and office title, room number, and organization.

RECIPIENT: Sign and date the copy of the receipt attached to the material and return to sender. An additional copy may be retained for your records.