CROSS-REFERENCE (Name, number, or subject under which this form is filed)	➡️	*(obscured)* ADS 9 LIBRARY *(obscured)*

IDENTIFI-CATION OF RECORD	DATE	April 8, 19XX
	TO	John Codicil, Director, Office of Procurement and Contracting
	FROM	Tabitha Cartwright, Assistant Secretary for Administration
	BRIEF SUMMARY OF CONTENTS	Approval of request to purchase books in microfiche form

FILED (Name, number, or subject under which the document itself is filed)	PRO 6 PURCHASE ORDERS AND REQUISITIONS

Optional Form 21
Feb. 1962
GSA Circular 289

CROSS-REFERENCE

Exhibit 2-3

OPTIONAL FORM 22,
CONTINUITY REFERENCE

DESCRIPTION OF CORRESPONDENCE OR DOCUMENT BEING BROUGHT FORWARD	
SUBJECT *(Under which this form is filed)*	REM 10-5 FEDERAL RECORDS CENTER RELATIONS/OPERATIONS
DATE *(Under which this form is filed)*	12-1-XX *(Also date under which letter had been filed)*
TO	Gretchen Drake, Assistant Archiv~~is~~ ...s Centers
FROM	Ivan Vital, Dept. Records Management ~~Off~~icer
BRIEF SUMMARY OF CONTENTS	Request for change from "3-year" rule to "1-year" rule

BROUGHT FORWARD and filed with the documents described below	
SUBJECT	REM 10-5
DATE	3-6-XX *(Date under which both latest letter and brought forward letter are now filed)*
TO	All Regional Directors, Office of Administration
FROM	Ivan Vital

(COMPLETED SAMPLE FORM)

INSTRUCTIONS FOR USING "CONTINUITY REFERENCE"

Prepare a "Continuity Reference," to:

1. Replace a piece of correspondence which is being moved from one location in a file and is being refiled in a different location under a later date. Examples: (1) Bringing together all correspondence relating to a single transaction—(2) Moving correspondence to the current year's file from a file cutoff as of December 31, last year.

2. Substitute for a record when the subject under which it was originally filed is changed. When the form is so used, it is unnecessary to correct or change any index references to the former subject title.

NOTE: Cross-Reference, Optional Form 21, may also be used for this purpose. See instructions on cover of Optional Form 21 when the Cross-Reference is used as a Continuity Reference.

CONTINUITY REFERENCE