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WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING☐ H - INTERNAL☒ I - INCOMINGDate Correspondence
Received (YY/MM/DD)

8/11/01/6

Name of Correspondent: Marion Barry, Jr.☒ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: Invites the President to attend the Distinguished Public Service Awards Ceremony to be held 22 Oct - 1981, Mayor's Conference Room, District Building, Washington, D.C.

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>1 SC Rowl</u>	<u>ORIGINATOR</u>	<u>8/11/01/9</u>	<u>A</u>	<u>C</u>	<u>8/11/01/16</u>
	Referral Note:				
	Referral Note:				
	Referral Note:				
	Referral Note:				
	Referral Note:				

ACTION CODES:

A - Appropriate Action
C - Comment/Recommendation
D - Draft Response
F - Furnish Fact Sheet
to be used as Enclosure

I - Info Copy Only/No Action Necessary
R - Direct Reply w/Copy
S - For Signature
X - Interim Reply

DISPOSITION CODES:

A - Answered
B - Non-Special Referral
C - Completed
S - Suspended

FOR OUTGOING CORRESPONDENCE:

Type of Response = Initials of Signer
Code = "A"
Completion Date = Date of Outgoing

Comments: IV 8/10/22 8/10/22 DC Washington

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 2700 2400 _____

Prime Subject Code: IV081 _____ Secondary Subject Codes: EG 114 _____ IR 003.01 _____
MA 011 _____ _____
JK 006 _____ _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C		Time:	P-
DSP		Time:	Media:

SIGNATURE CODES:

CPn - Presidential Correspondence

- n - 0 - Unknown
- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 - Mrs. Ronald Reagan

CBn - Presidential & First Lady's Correspondence

- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

MEDIA CODES:

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

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Invitation
10/22/81



THE DISTRICT OF COLUMBIA
WASHINGTON, D.C. 20004

MARION BARRY, JR.
MAYOR

WHITE HOUSE
CORRESPONDENCE
TRACKING

038449

October 13, 1981

M. Castine regretted
By Telephone -
10 Oct 81
4:20 P.M.
Pres. in Cancun

President Ronald W. Reagan
The White House
Washington, D. C. 20500

Dear Mr. President:

As Mayor of the District of Columbia, I am honored to present Distinguished Public Service Awards to Metropolitan Police Department Officers Thomas K. Delahanty and Leon J. Swain, and Sergeant Herbert C. Granger, for their actions in connection with the attempt on your life in March of 1981.

The ceremony will be held on Thursday, October 22, 1981, at 11:00 a.m., in the Mayor's Conference Room, District Building, 14th and E Streets, N. W. I would like to cordially invite you to attend the ceremony, and, if possible, make a few remarks.

It is requested that notification be made to the Office of the Chief of Police, Maurice T. Turner, Jr., at 727-4218, whether or not you will be able to attend.

I sincerely hope your schedule will permit you to join me in honoring these brave officers.

Sincerely,

Marion S. Barry, Jr.
Mayor