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JW  
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ID # 060873

IV082

# WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 82103 1/7

Name of Correspondent: Mary D. Briston

MI Mail Report

User Codes: (A) \_\_\_\_\_ (B) \_\_\_\_\_ (C) \_\_\_\_\_

Subject: Invites the President to attend a special screening of the saving of the President, 24 March, 1982 at WFLA TV 7, 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>SC</u>	<u>Rawl</u>	ORIGINATOR	<u>82103 1/7</u>		<u>C</u>	<u>821031 19</u>
		Referral Note:		<u>Invited by telephone</u>		
			<u>1 1</u>			<u>1 1</u>
		Referral Note:				
			<u>1 1</u>			<u>1 1</u>
		Referral Note:				
			<u>1 1</u>			<u>1 1</u>
		Referral Note:				
			<u>1 1</u>			<u>1 1</u>
		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 820324 820324 DC Washington  
original to Mary Rawlins

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: M Individual Codes: 4620 4800 \_\_\_\_\_

Prime Subject Code: IV 082 Secondary Subject Codes: FG 114 JL 003.01  
BE 004.03 FG 001  
PR 016.01 HE 005  
HE 002

## 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 - 0 - Unknown
  - 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

WJLA TV P MCGREW  
4461 CONNECTICUT  
WASHINGTON DC 20008

**western union Mailgram**



1-035794S075 03/16/82 ICS IPMMTZZ CSP WWSA

**REGRET**

37 2026863247 MGM TDMT WASHINGTON DC 107 03-16 EST

*Scheduling  
3/24/82*

Date 3/17/82 FJR

WHITE HOUSE  
CORRESPONDENCE  
TRACKING

#060873

PRESIDENT AND MRS RONALD REAGAN  
US WHITE HOUSE  
PENNSYLVANIA AVE NORTHWEST  
WASHINGTON DC 20500

YOU ARE CORDIALLY INVITED TO ATTEND A SPECIAL SCREENING OF THE SAVING OF THE PRESIDENT ON WEDNESDAY, MARCH 24, 7:00PM AT WJLA TV 7 4461 CONNECTICUT AVE NORTHWEST.

MARCH 30, 1981 THE PRESIDENT OF THE UNITED STATES WAS SHOT AND SAVED. THE SAVING OF THE PRESIDENT IS AN EXTRAORDINARY RE-ENACTMENT BY THE DOCTORS NURSES AND OTHER PEOPLE WHO WERE THERE.

WE HOPE YOU CAN JOIN US FOR THIS UNIQUE PRESENTATION. PLEASE RSVP TO PORTIA MCGREW ON 686-3963 NO LATER THAN NOON TUESDAY MARCH 23.

SINCERELY  
MARY D BRAXTON  
MANAGER  
COMMUNITY AFFAIRS & EDITORIALS

15:27 EST

MGMCOMP

5241 (R1/78)