

MONTHLY AND QUARTERLY REPORTS
1984

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DON'T SAY IT—WRITE IT

To _____


From _____

- Research Quarterly Report (Due the last Frid
 - March
 - June
 - September (30th)
 - December (30th)
- Research Highlight Report (Due the last Friday of month in Bridgeport)
 - January
 - February
 - April
 - May
 - July
 - August
 - October (28th)
 - November (25th)

Note:

The New Products Report should be in Jim Martin's Office the preceding Friday.

"YOUR S.

	RECORDS CONTROL SCHEDULE
RECORDS CATEGORY OR TITLE: <u>R+D Periodic Reports</u>	
COPY "O" (OFFICIAL) <input type="checkbox"/> "X" (EXTRA) <input checked="" type="checkbox"/>	
TOTAL RETENTION: <u>10 Years</u>	
GS-11050 Rev. 6/76	