



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**U.S. ARMY RECORDS MANAGEMENT & DECLASSIFICATIONS AGENCY**  
6000 6<sup>TH</sup> STREET STOP 5603  
FORT BELVIER, VA 22060-5603

23 APR 2001

TAPC-PDD-RP

MEMORANDUM FOR US Army Corps of Engineers, Directorate of Corporate Information,  
(CECI-TR), Washington DC 20314-1000

SUBJECT: Request Exemption to AR 25-50

1. Reference memorandum, HQ, COE, CECI-TR, 18 Apr 01, subject: Request Exemption to AR 25-50.
2. A specific exemption for the continued use of file numbers on correspondence by the Corps of Engineers is not required. Under the provisions of paragraph 2-4a (1) "Other information may follow the office symbol when needed and if not part of the subject line." Accordingly, the Corps may continue the use of file numbers as a matter of command prerogative and policy. There has been no change in the use of file numbers on other government records.
3. Point of contact is Mr. Eric Tolbert (703) 806-3390.

A handwritten signature in black ink, appearing to read "Howard N. Greenhalgh".

HOWARD N. GREENHALGH  
Director, Records Management Division