

APPENDIX F. FOLDER ASSEMBLY FOR PACKAGES

Types of Folders

Color-coded folders designate content and priority as follows:

<u>Type of Correspondence</u>	<u>Color of Folder</u>
Immediate Attention/Urgent	Red/White Striped
Secretary's Signature	Yellow
Deputy Secretary	Light Blue
White House Mail	Blue
Congressional	Green
Secretary's Correspondence for Direct Reply	Peach
Information	Brown

Replace dirty, worn, or torn folders.

Use binder clips or paper clips to secure the material in folders.

Folder Assembly

for Packages for the Secretary and Deputy Secretary

Copies indicated on the cc notation, if any, will be made from the signed and dated original. Information copies, if any, distributed within HUD will be made from the signed and dated Official Record Copy.

- A. Inside Right of Folder. Assemble from bottom to top.
1. Envelope(s) or mailing label(s) for cc copies going outside HUD, if required.
 2. Enclosure(s) or attachment(s), if any, for all copies.
 3. Background information, if any.
 4. Background Tab, form HUD-711, if required.
 5. Official Record Copy, form HUD-713.1.
 6. Concurrence Tab, form HUD-709. (This is the reverse side of the Signature Tab. Insert the Concurrence Tab in front of the concurrence page of the Official Record Copy.)
 7. Envelope(s) or mailing label(s) for original letter(s), if required.

8. Enclosure(s) or attachment(s), if any, in the same order as mentioned in the letter or memorandum.
 9. Signature Tab, form HUD-709, if required. (Insert this tab in front of the page to be signed if it is not the first page of the package.)
 10. Original(s):
 - a. Letter(s) or memorandum(s) for signature; or
 - b. Action memorandum; or
 - c. Information memorandum.
 11. Executive Correspondence plastic cover.
- B. Inside Left of Folder. Assemble from bottom to top.
1. ACORN Control Ticket.
 2. Incoming correspondence with envelope(s), if any. Do not discard envelope(s).
- C. Front of Folder. Assemble from bottom to top.
1. Record of Clearances, form HUD-1047.
 2. Executive Correspondence plastic cover.