

## 4-06/070.00 - Correspondence

| CLASSIFICATION<br>Crime or Incident                               | FORM NUMBER<br>FILE NUMBER<br>PRIORITY | ASSIGNMENT<br>AND<br>ACTION | ADDITIONAL INFORMATION<br>AND STATISTICAL CODES   |
|---|--|-----------------------------|---|
| <p><b><u>4-06/070.00</u></b><br/><b><u>CORRESPONDENCE</u></b></p> |  |                             | <p>If a record is desired of outgoing correspondence from the Department, an URN will be assigned if there is not a file number for reference.</p> <p>Examples of use are:</p> <ul style="list-style-type: none"> <li>• Letters of clearance,</li> <li>• Immigration and passport,</li> <li>• Disposition desk correspondence,</li> <li>• Transmission of legal papers to County Counsel's Office.</li> </ul> <p>Priority 44 and retention, as applicable.</p> <p>Code 440 - Other - Noncriminal.</p> |