FILE NO.	FILE NAME	CONTENTS (GUIDE ONLY)	PERSON-IN-CHARGE	
			AE	
COR	**MASTER CORRESPONDENCE**			
COR01	Incoming Correspondences	Company letters, fax, memo, instructions, etc. (Note: These files are used for filing all types of incoming correspondences recieved by the Company. These file reference numbers are NOT TO BE QUOTED in any correspondences)	Yes	
COR02	Outgoing Correspondences	Company letters, fax, memo, instructions, etc. (Note: These files are used for filing all types of outgoing correspondences made by the Company. These file reference numbers are NOT TO BE QUOTED in any correspondences)	Yes	