For each form, include any notes used in the decision making for that form with a label attached that includes the form number and the date the noted form was completed. Each office should keep address labels numbered for each form their staff use, including a place to write the date.

Example:

|  |
| --- |
| **A-1**  Date  |

For each form, include any notes used in the decision making for that form with a label attached that includes the form number and the date the noted form was completed. Each office should keep address labels numbered for each form their staff use, including a place to write the date.

Example:

|  |
| --- |
| **A-1**  Date  |