

2. Production Process Characteristics

Non-geographic correspondence letters receive letters to place next to section 2 Production. Letters of this nature contain plenty, probably no information-bearing provisions. These could include letters to media companies, and other third parties and messages to employees from other companies and our general correspondence to customers. These could also be messages from our employees that addressed to other companies or other employees and letters to customers and support other business. If the case corresponds to these characteristics, it is possible to identify a complete set of non-geographic correspondence letters.

a. Correspondence

- 1. Non-geographic
- 2. Geographic
- 3. Geographic - Automation
- 4. Geographic - Manual

b. Correspondence

- 1. General Automation
- 2. General Manual

c. Non-geographic

- 1. Non-geographic
- 2. Geographic - Automation
- 3. Geographic - Manual

d. Correspondence

- 1. General
- 2. General - Automation
- 3. General - Manual
- 4. General - Automation
- 5. General - Manual
- 6. General - Automation
- 7. General - Manual
- 8. General - Automation
- 9. General - Manual

e. Correspondence

- 1. Non-geographic - Automation
- 2. Non-geographic - Manual

f. Correspondence - Non-geographic - Automation

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