Attachment #4

AREA RECORDS MANAGER
Monthly/Quarterly Report Template

Area			**Your CS**		**Date**		**Qtr/Year**	
Generic	S	HF	HF Digi	VHF		Message Traffic		Other
Call	T	Voice	All	Voice	Digi	Actual EEI	Other QTC	Time

Notes:
1. Area: Use abbreviation, e.g., NC, SW, etc.
2. State abbreviation; enter affiliates in state order
3. Your call sign: Use your billet call sign.
4. Date; use mm/dd/yy format
5. Qtr/Year: e.g., 1-2009
6. Only generic call signs.
7. Times are shown in quarter hour increments
8. "HF" and "DIGI" and "Other" times are not broken into catagories.