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INTERNATIONAL MNEMONIC OBJECT REGISTRATION ADMINISTRATION
Office of the Secretary of Memories

MEMORY REGISTRATION COMMISSION
International Office
Via Sant'Egidio, 14
50122 Firenze, Firenze, IT

29 SEPTEMBER 2020

MEMORANDUM OF INSTRUCTION

FOR:

DIRECTOR, Memory Registration Commission

DEPUTY DIRECTOR, Memory Registration Commission

REGISTRAR OF MEMORIES, Memory Registration Commission

ASSISTANT REGISTRAR OF MEMORIES, Memory Registration Commission

MNEMONIC AUTHENTICATOR, Memory Registration Commission

ARCHIVIST, Memory Registration Commission

MNEMONIC OBJECT REGISTRATION

Authority: The Memory Registration Commission (MRC) has been created under the authority of the International Mnemonic Object Registration Administration (IMORA), an administrative branch of Freykunst Studios (FS) by the Artist Eric Johanan Frey.

Intent: The MRC's goal is to collect and preserve memories prior to their loss or degradation in the neural database of the memory originator, and to free up additional storage space for future memories. In the Alpha phase of memory collection the MRC will focus on collecting banal or routine memories from the artist in accordance with the attached appendices. During the Beta phase the MRC will begin to collect more important memories of the artist and will begin collecting memories from participants as the MRC prepares for Initial Roll-Out. During the IRO the MRC will begin collecting memories from the general public who volunteer to participate in the mnemonic object memory transfer program. If the IRO is successful, the MRC will advance to the Initial Public Offering (IPO) phase, which will consist of publicly displaying the archives, allowing the general public to contribute to the archives, and make selected memories available for exchange in the public sphere.

Purpose: The Artist has observed that collecting too many memories in the internal storage leads to a degraded performance in both long-term and short-term memory storage capacity. The artist also has witnessed several family members who have

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suffered major data corruption and memory loss due to neural network malfunctions through stroke, dementia, and Alzheimer's disease. In an effort to preserve as many memories as possible the artist has begun to utilize mnemonic objects to transfer memories, allowing for an offsite memory storage, in an effort to prevent future loss of memory.

Implementation: The MRC will use IMORA approved methods and forms to record and archive memories as outlined in Appendix A-L. Further implementing instructions will be published as the MRC moves forward through the implementation phases.

Signed,

ERIC J. FREY
MSG(Ret) USA, DOSM, BFA,
Secretary of Memories
President/CEO Freykunst Studios,

Encl:

Appendix A: Codice Memoria

Appendix B: Registry of Memories

Appendix C: FS Form 404-C Object Certification

Appendix D: FS Form 12-Z Memory Certification

Appendix E: FS Form 74-T Transfer of Memory

Appendix F: FS Form 162 Receipt of Memory

Appendix G: FS Form COA-EE-504 Certification of Authenticity

Appendix H: Archiving of Memory

Appendix I: FS Form 249 Incomplete Record log

Appendix J: FS Form 1249 Incomplete Record Reconciliation

Appendix K: Special Procedures- Classified Materials

Appendix L: Special Procedures- Missing Encryption Device

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Appendix A: Codice Memoria

1. The Codice Memoria is the primary record of all memories. Within this book beginning with Volume A, the Archivist of Memories will record a description of the memory transferred to a mnemonic object, a physical description of the mnemonic object, and when possible an image of the memory and object will be included in the recording. The Archivist will follow these instructions for recording a memory in the Codice Memoria.
2. Using a sheet of A5 vellum or parchment paper, the archivist will (using landscape format) type the name of the memory imprinter and a transcript¹ of the memory as described by the memory imprinter leaving a 3 cm margin on the top for attaching the memory. If the memory is long or detailed the archivist may use an A4 sheet, folded 10.3 cm from the bottom. Once the memory is recorded the archivist will fold the top edge of the paper towards the back, 2 cm from the top. In the event a typewriter is unavailable the archivist may write the description using BLACK ink, neatly printed, or using script.
3. Using a sheet of A5 vellum or parchment paper, a sheet of carbon transfer paper, and a plain sheet of A5 paper, the archivist will (using landscape format) type the description² of the mnemonic object, leaving a 3 cm margin on the top for attaching the description. Once the description is recorded the archivist will fold the top edge of the paper towards the back 2 cm from the top. In the event a typewriter is unavailable the archivist may write the description using BLACK ink, neatly printed, or using script. If ballpoint or rollerball pen is not used, the archivist will be required to write the description on both the original and the copy.
4. The Archivist will take a photograph of the mnemonic object and print the image on A6 photo paper. If a photo printer is not immediately available, the archivist will record the missing image on FS Form 249.
5. The Archivist will collect an image of the memory if available. If the memory imprinter does not have an image immediately available, the archivist will provide a completed form FS Form 1249 to the imprinter which has instructions on how to provide an image at a later date. The archivist will then record the missing image on FS Form 249.
6. Inside the Codice Memoria the archivist will prepare the recording pages with GREEN ink as follows (These pages may be prepared in advance):
 - a. On the left page in the top margin the archivist will write "Image of Memory"

¹ If Memory is not in English, the archivist will record the memory in the language of the Memory Imprinter, then translate the memory into English. Both entries will be entered into the Codice Memoria

² All descriptions are in English

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Appendix A Codice Memoria Continued:

- b. On the left page in the bottom margin the archivist will write "Image of Mnemonic Object"
 - c. On the right page in the top margin the archivist will write "Description of Memory"
 - d. On the right page in the bottom margin the archivist will write "Description of Mnemonic Object" and will stamp the page with the Memory Registration Serial Number (MSN) in RED ink.
 - e. On the upper left page the archivist will attach the image of the memory using archival adhesive
 - f. On the lower left page the archivist will attach the image of the mnemonic object using archival adhesive
 - g. The archivist will apply adhesive to the folded back portion of the memory, and attach the memory to the upper right page, then write a brief title not to exceed 30 characters, above the document, followed by level of importance:
 - i. Official Memories; memories of official events, ceremonies, or activities sanctioned by Governments, and Educational Institutions
 - ii. Important Memories; as determined by the Memory Imprinter
 - iii. Routine or Banal memories, or Undetermined; Archivist may upgrade a memory at their discretion
 - h. The archivist will apply adhesive to the folded back portion of the description of the mnemonic object, and attach the memory to the lower right page
 - i. Below the mnemonic object description, the archivist will annotate in GREEN ink, the location, date (DD MMM YYYY) and time (24 hour clock) the recording was completed. Then sign in GREEN ink and over-stamp signature in BLUE ink
7. If any portion of the memory contains classified material from any NATO country follow special procedures described in Appendix K
 8. The archivist will scan both pages of the Codice Memoria, labeling them with the MSN, CM and the page numbers (0000-CM-001) saving the images to the main data base
 9. Once all items are attached the archivist will journal the memory in the Registry of Memories as described in Appendix B

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Appendix B: Registry of Memories

1. The Registry of Memories is the journal log and index of all memories collected by the MRC. Within this book beginning with Volume 1, the Archivist of Memories will record a description of the memory transferred to a mnemonic object, a physical description of the mnemonic object, and when possible an image of the memory and object will be included in the recording. The Archivist will follow these instructions for recording a memory in the Codice Memoria.
 - a. All handwritten entries will be in BLACK, or BLUE-BLACK ink
 - b. Enter the Julian date of the journal entry followed by importance code (W) for official memories, (R) for important memories, (N) for routine or banal memories
 - c. Enter the MSN using the numerator and RED ink
 - d. Name of Memory Imprinter
 - e. Enter title of the memory
 - f. Enter location of recording (City, State, Country)
 - g. Enter the date of recording (DD MMM YYYY)
 - h. Enter the time of recording (24 hour clock)
 - i. Enter the name of the Archivist
 - j. If the entry contains NATO classified information follow special procedures outlined in Appendix K
 - k. If any memory has missing items that were recorded on FS Form 249 in the left margin add a circle (not to exceed 5 mm in diameter) for each item missing
2. Once the journal entry is complete the Archivist will prepare the packet for the next stages.
 - a. Using A3 size paper, fold in half to create an A4 folder
 - b. On the front of the folder between 5 cm and 10 cm from the top edge, and approximately centered stamp the MSN in RED ink
 - c. Place the following items in the folder in the order listed
 - i. FS Form COA-EE-504 MSN stamped in RED ink on upper left and lower right corner
 - ii. FS Form 74-T MSN stamped in RED ink where indicated
 - iii. FS Form 12-Z MSN stamped in RED ink where indicated
 - iv. FS Form 404-C-1 MSN stamped in RED ink where indicated
 - v. 1 sheet of tissue or tracing paper
 - vi. FS Form 404-C-2 MSN stamped in RED ink where indicated
 - vii. Copy of Mnemonic Object Description
 - viii. FS Form RM-1 MSN stamped in RED ink where indicated
3. When a page of the Registry of Memories is complete, the archivist will scan the page, labeling them RoM and the page number (RoM-01) saving the images to the main data base

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Appendix C: FS Form 404-C-1&2 Object Certification

1. FS Form 404-C-2 is the most critical element of the Memory Registration, the Archivist must treat this form with the utmost respect and care.
2. FS Form 404-C-2 is used to attach the mnemonic object once the memory has been imprinted by the memory recorder. Before the archivist may take possession of the mnemonic object the memory recorder must place their right index finger on the object, read the description of the memory, concentrate on that memory and will the memory to transfer to the mnemonic object. If the memory imprinter does not have a right index finger follow special procedures in Appendix L.
 - a. Certain memories may have been imprinted prior to registration session, ascertain with memory imprinter if memory was pre-imprinted before being presented to archivist
 - b. If pre-imprinted, annotate the date of original imprinting on the mnemonic object description in the Codice Memoria, and on the copy in the Packet
3. Once the memory transfer has taken place and the memory imprinter has verified to the best of their ability a complete memory has been transferred to the mnemonic object, the archivist may take possession of the item, ensuring that it is only handled with archival gloves.
4. The Archivist will attach the mnemonic object as follows:
 - a. If the item is paper, or flat material, and smaller than the area provided, the archivist will attach the mnemonic object to the form in the space provided using archival adhesive.
 - b. If the item is paper (or flat and foldable) and is larger than the space provided the archivist will fold the object until it is small enough and attach one side to the form in the space provided, then using RED cord sew the object to the form creating a cross shape, then seal ends of the cord with RED wax and the Block "F" seal
 - c. If the item is a three dimensional item, smaller than the space provided, and does not have any holes in it, the archivist will use beeswax or archival adhesive to attach the item to the form, then using RED cord sew the object to the form using an "X" shape, or cross shape, or other shapes to securely fasten the object to the form, then seal the ends of the cord with RED wax and the Block "F" Seal
 - d. If the item is three dimensional and larger than the space provided, the archivist will use RED cord to secure the item to the paper, sealing the cord with RED wax and the block "F" seal, and then add an archive box to store the packet and the item in. The box must then be stamped in RED ink with the MSN.

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Appendix C: FS Form 404-C-1&2 Object Certification Continued:

- e. Items that are (when folded) larger than 21 x 29.7 x 15 cm will require special guidance from Director MRC. If needed an addendum to Appendix C will be published.
5. If the mnemonic object contains any NATO classified material follow special procedures in Appendix K.
6. Once mnemonic object is affixed to FS Form 404-C-2, the archivist will annotate in the space provided using GREEN ink:
 - a. Codice Memoria Volume and Page number where memory is recorded
 - b. Register of Memories Volume and Page number where journaled
 - c. The City, State & country where the form is being completed
 - d. Date when form is completed (DD^{xx} Month, YYYY)
 - e. Leave time blank for now
7. The memory imprinter will verify the information, place their right index fingerprint in the space provided (if no right index finger follow Special Procedures in Appendix L).
8. The memory imprinter will sign the form in GREEN ink, and if they have an official stamp will over-stamp their signature in BLUE or BLACK ink. If the memory imprinter does not have an official stamp, the archivist will use the Memory Imprinter Stamp in GREEN ink to certify the signature
9. The archivist will note the time signed and in GREEN ink annotate the form (12 hour hh:mm am/pm)
10. The archivist will sign the document in GREEN ink and over stamp their signature with their official stamp in BLUE ink
11. Upon completion, the archivist will scan FS Form 404-C-2 if flat, or photograph if bulky, labeling the image with the MSN, and form number (0000-FS-404-C-2) saving the image to the main data base
12. Once FS Form 404-C-2 is completed, the archivist will prepare FS Form 404-C-1 for signature of the Director, MRC.
13. To complete FS Form 404-C-1 use GREEN ink only, all writing is in cursive script
14. In the spaces provided enter
 - a. Full name of Memory Imprinter
 - b. Title of Registered memory
 - c. Date memory imprinted (DD^{xx} Month, YYYY)
 - d. Information on Codice Memoria entry, Volume, page, date (DD^{xx} Month, YYYY)
 - e. Information on journal entry in Registry of Memories Volume, page, date (DD^{xx} Month, YYYY)
 - f. Place FS Form 404-C-1 on a cutting mat and carefully incise two lines with a razor blade 15mm long and 5 mm apart, inside the indicated seal area

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Appendix C: FS Form 404-C-1&2 Object Certification continued:

15. Prepare FS Forms 404-C-1 & 404-C-2 for review and signature
 - a. In the upper left corner punch a single hole through both forms and tracing paper
 - b. Cut 60 cm of YELLOW satin legal tape
 - c. Fold legal tape in half and feed the bend through the hole from the reverse side of FS Form 404-C-2, through the tracing paper, and through FS Form 404-C-1
 - d. Bring both ends from the reverse, over the top of all the paperwork and feed through the bend to join the forms together
 - e. Once near taught pull one edge of tape over the left side so that the tape wraps around the top left corner on two sides, then pull taught
 - f. Feed both ends through the incisions, front, back, front
16. Send to Director's office, MRC for review and signature
17. Either the Director or the appointed Deputy may sign the Certification of Mnemonic Object
18. The Director or Deputy will review both forms for completeness, accuracy, and ensure the mnemonic object is secured appropriately. The Archivist will be prepared to verify any information in the Codice Memoria or Registry of Memories if needed.
19. Once FS Forms 404-C are determined to be complete, the Director will fill in the location, date and time of signing, sign the document, (if the deputy director signs, they will write "FOR" before signature) over-stamp the signature with BLUE ink, then affix in RED wax sealing the yellow ribbons, the Official Seal of Eric J. Frey, then trim ends of legal tape.
20. Upon completion, the archivist will scan FS Form 404-C-1 labeling the image with the MSN, and form number (0000-FS-404-C-1) saving the image to the main data base
21. Once signed and sealed by the Director's Office the Archivist will transmit the entire packet to the Registrar of Memories
 - a. Place the following items in the folder in the order listed
 - i. FS Form COA-EE-504
 - ii. FS Form 74-T
 - iii. FS Form 404-C packet
 - iv. FS Form 12-Z
 - v. Copy of Mnemonic Object Description
 - vi. FS Form RM-1

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Appendix D: FS Form 12-Z Memory Certification

1. The Registrar of Memories (or the Assistant Registrar), will review the packet and ensure all forms are present, and FS Forms 404-C-1&2 are complete
 - a. FS Form 404-C-1 must be filled out, properly tied with yellow satin legal tape, signed by the Director or Deputy Director, and RED wax seal affixed
 - b. FS Form 404-C-2 must have the Mnemonic Object attached, signed and encrypted by the imprinter, and signed by the Archivist
 - c. Between the forms shall be a sheet of tracing paper to protect the mnemonic object from damage
2. After verification of the packet the Registrar will complete FS Form 12-Z using RED or VERMILLION ink. All writing is hand scripted in cursive.
3. Fill in the full name of the Memory Imprinter
4. Fill in the Title of Memory
5. Transcribe the description of the mnemonic object as found on the copy of the description in the packet
6. Write the MSN, ensuring all 7s and 0s have a strikethrough
7. Enter the imprinting date found on FS Form 404-C-1 (DD^{xx} Month, Year)
8. Enter the Registry of Memories information found on FS Form 404-C-1 (DD^{xx} Month, Year)
9. Fill in City, State, Country, and date of signing (DD^{xx} Month, YYYY, time of signing 12H HH:MM am/pm)
10. Sign in RED ink and over-stamp with official stamp in BLUE Ink
11. Registrar will then bind FS Form 12-Z to the FS Form 404-C packet as follows:
 - a. Cut one piece of BLUE satin legal tape 90 cm long
 - b. Place FS Form 12-Z on a cutting mat and carefully incise two lines with a razor blade 15mm long and 5 mm apart, inside the indicated seal area
 - c. Using the BLUE box on the left side of FS Form 12-Z punch 2 holes through FS Form 12-Z, FS Form 404-C-1, the tissue paper, and FS Form 404-C-2. One hole at the top of the BLUE box, one at the bottom.
 - d. Fold legal tape in half
 - e. Feed the bend from front to back through all forms
 - f. Bring bend to the lower hole, and feed bend through all forms
 - g. Feed loose ends through the bend, pull taught
 - h. Feed ends through the incised slots, front, back, front, ensuring tape lays flat on the form. Seal ribbon with embossed RED seal
12. Upon completion, the Registrar will scan FS Form 12-Z labeling the image with the MSN, and form number (0000-FS-12-Z) saving the image to the main data base
13. Registrar will then place FS Form 74-T in the front of the packet and transmit to Office of Mnemonic Authentication

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Appendix E: FS Form 74-T Transfer of Memory

1. An appointed and certified Mnemonic Authenticator, will review the packet and ensure all forms are present, and complete
 - a. FS Form 404-C-1 must be filled out, properly tied with yellow satin legal tape, signed by the Director or Deputy Director, and RED wax seal affixed
 - b. FS Form 404-C-2 must have the Mnemonic Object attached, signed and encrypted by the imprinter, and signed by the Archivist
 - c. Between the forms shall be a sheet of tracing paper to protect the mnemonic object from damage
 - d. FS Form 12-Z must be filled out, properly sewn to the FS Form 404-C packet with BLUE tape, and signed by the Registrar or the Assistant Registrar, and sealed with the RED embossed seal
2. After verification of the packet the Authenticator will complete FS Form 74-T using BROWN or SEPIA ink. All writing is hand scripted in cursive.
3. Fill in the Title of Memory
4. Transcribe the description of the mnemonic object as found on FS Form 12-Z
5. Write the MSN, ensuring all 7s and 0s have a strikethrough
6. Provide the Certification number from the FS Form 11-B
7. Enter the imprinting date found on FS Form 404-C-1 (DD^{xx} Month, Year)
8. Enter the Registry of Memories information found on FS Form 404-C-1 (DD^{xx} Month, Year)
9. Fill in City, State, Country, and date of signing (DD^{xx} Month, YYYY, time of signing 12H HH:MM am/pm)
10. Sign in BROWN or SEPIA ink and over-stamp with official stamp in BLUE Ink
11. Registrar will then bind FS Form 74-T to the FS Form 12-Z packet as follows:
 - a. Cut one piece of RED satin legal tape 90 cm long
 - b. Place FS Form 74-T on a cutting mat and carefully incise two lines with a razor blade 15mm long and 5 mm apart, inside the indicated seal area
 - c. Using the RED box on the left side of FS Form 74-T punch 2 holes through FS Form 74-T, FS Form 12-Z, FS Form 404-C-1, the tissue paper, and FS Form 404-C-2. One hole at the top of the RED box, one at the bottom.
 - d. Fold legal tape in half
 - e. Feed the bend from front to back through all forms
 - f. Bring bend to the lower hole, and feed bend through all forms
 - g. Feed loose ends through the bend, pull taught
 - h. Feed ends through the incised slots, front, back, front, ensuring tape lays flat on the form.
 - i. Seal ribbon with embossed GOLD seal

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Appendix E: FS Form 74-T Transfer of Memory

12. Upon completion, the Authenticator will scan FS Form 75-T labeling the image with the MSN, and form number (0000-FS-74-T) saving the image to the main data base
13. Authenticator will then place FS Form 74-T in the front of the packet and transmit to Office of Mnemonic Authentication

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Appendix F: FS Form 162 Receipt of Memory

1. The FS Form 162 is a physical receipt to be issued to the memory imprinter
2. The Authenticator of memories will receive the MRC packet and review for completeness. Once verified complete the Authenticator will prepare the Memory Receipt FS Form 162
3. FS Form 162 will either be typed or hand printed in BLACK ink
4. FS Form 162 is issued on A6 Cardstock
5. Completing the form
 - a. Line 1 Activity: Memory Registration Commission
 - b. Line 2 Receipt Number: 4 digit Julian date-2 digit receipt number XXXX-XX
 - c. Line 3 Transfer Number: Transfer Certificate number XXXX
 - d. Line 4 Serial Number: 4 digit MSN
 - e. Line 5 Item Description: Title of Memory
 - f. Line 6: "Office of Authentication"
 - g. Line 7 Name: Full name of memory imprinter
 - h. Line 8 Signature: memory imprinter signs
 - i. Line 9 Title: preferred title of address of memory imprinter
6. Once filled in the Authenticator will
 - a. Inform memory imprinter that if the memory is still in the archive that the memory may be checked out for inspection or research with prior coordination
 - b. Inform memory imprinter that it is their responsibility to maintain the memory receipt, and if lost to notify the MRC immediately
 - c. Authenticator will sign as Issuing Officer
 - d. Attach copy of mnemonic object description from packet behind the receipt with a staple on the upper left corner
 - e. Authenticator will then dry stamp both the receipt and copy of mnemonic object description
 - f. Upon completion, the Authenticator will scan FS Form 162 labeling the image with the MSN, and form number (0000-FS-162) saving the image to the main data base
 - g. Give receipt to memory imprinter for their records
7. Once memory imprinter has received their receipt the Authenticator will authenticate and archive the Mnemonic Object Packet

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Appendix G: FS Form COA-EE-504 Certification of Authenticity

1. The FS Form COA-EE-504 is the Certificate of Authenticity of the Mnemonic Object and the entire Memory Registration Process
2. The Authenticator of memories will receive the MRC packet and review for completeness, then assemble the packet as follows:
 - a. Inside the folio from back to front
 - i. FS Form 404-C-2
 1. All writing must be in GREEN ink
 2. MSN must be stamped in RED ink
 3. The memory imprinter's encryption key must be present
 4. The form must bear the memory imprinter's signature
 5. The signature must be over-stamped
 6. The Archivist's signature must be present
 7. The signature must be over-stamped in BLUE ink
 8. All classified materials must be redacted
 9. The mnemonic object will be attached to page 2 in one of the following ways:
 - a. Paper objects will be affixed by either wheat paste glue or Poly-Vinyl-Acetate (PVA) glue. The authenticator will place an official Freykunst Studio stamp on one edge of the mnemonic object in such a way that the stamp prints on both the form and the mnemonic object
 - b. Small 3-dimensional objects will be attached with RED cord, either sewn over the object or through the object, then tied and affixed to the form with a wax "F" seal
 - c. Large 3-dimensional objects will be placed behind the form attached to the paper by RED cord that is then affixed to the form with a RED wax "F" seal
 - d. Once FS Form 404-C-2 is authenticated the authenticator will then emboss the form with the studio dry stamp in the lower right corner
 - ii. Tissue Paper
 1. The tissue paper will be free of ink or stains. If there is any staining the authenticator will place an additional sheet of tissue paper to protect the mnemonic object
 2. the authenticator will then emboss the tissue paper with the studio dry stamp on the lower left corner
 - iii. FS Form 404-C-1

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Appendix G: FS Form COA-EE-504 Certification of Authenticity Continued

1. All writing must be in GREEN ink
 2. MSN must be stamped in RED ink
 3. All fields must be completed
 4. The Director MRC signature must be present
 5. Signature must be over-stamped in BLUE ink
 6. All pages of FS Form 404-C Mnemonic Object Registration Certification must be bound together with yellow satin legal tape, visible on the front and back of the form, secured by the Official Seal of Eric J. Frey
 7. Once FS Form 404-C-1 is authenticated the authenticator will then emboss the form with the studio dry stamp in the lower right corner
- iv. FS Form 12-Z Certification of Memory
1. All writing must be in RED or VERMILLION ink
 2. MSN must be stamped in RED ink
 3. All fields must be completed
 4. Authenticator will verify the Mnemonic Object description matches the Mnemonic Object on FS Form 404-C-2
 5. Registrar's signature must be present
 6. Signature must be over-stamped in BLUE ink
 7. Must be bound to all pages of FS Form 404-C Mnemonic Object Registration Certification with BLUE satin legal tape, visible on the front and back of the form, secured by a RED foil seal with the raised mark of the studios,
- v. FS Form 74-T, Transfer Certificate of Memory,
1. All writing must be in BROWN or SEPIA ink
 2. MSN must be stamped in RED ink
 3. All fields must be completed
 4. Authenticator will verify the Mnemonic Object description matches the Mnemonic Object description on FS Form 12-Z
 5. Mnemonic Authenticator's signature must be present
 6. Signature must be over-stamped in BLUE ink
 7. Must be bound to the FS Form 12-Z Certification of Memory, and all pages of FS Form 404-C Mnemonic Object Registration Certification with RED satin legal tape, visible on the front and back of the form, secured by a GOLD foil seal with the raised mark of the studios
- vi. FS Form RM-1 Registered Memory Cover page
1. MSN must be stamped in RED ink

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Appendix G: FS Form COA-EE-504 Certification of Authenticity Continued

2. Must be attached as the cover page for the entire memory packet inside the folio with the top 3 cm folded over the entire packet and the back page of the folio
- vii. Security Classification Sheets
 1. For memories from current/former members of NATO militaries, if a memory contains information that is classified FOR OFFICIAL USE ONLY, CONFIDENTIAL, SECRET, or TOP SECRET the packet will have the appropriate NATO or US classification coversheet
 2. Any information that may cause damage to or threaten the security of the NATO country is redacted from the FS Form 404-C in BLACK indelible pigment ink
 3. Cover sheet will be placed on top of FS Form RM-1
- viii. Folio Cover
 1. MSN must be stamped in RED ink on the front of the folder between 5 cm and 10 cm from the top edge, and approximately centered
 2. No other writing or marks must be present at this time
 3. The authenticator will then emboss the folio front cover with the studio dry stamp on the bottom center
- b. The authenticator will then inspect the Registry of Memories and the Codice Memoria to verify all information from the archivist coincides with all documents in the packet
- c. Once all items are verified and authenticated, the authenticator will prepare FS Form COA-EE-504
 - i. All writing must be in BLACK or BLUE-BLACK ink, cursive script
 - ii. MSN must be stamped on the upper right corner in RED ink
 - iii. Authenticator will complete all fields
 1. Write the MSN, ensuring all 7s and 0s have a strikethrough
 2. Enter the Title of the memory
 3. Information on Codice Memoria entry, Volume and page number
 4. Information on journal entry in Registry of Memories Volume, and page number
 5. Fill in City, State, Country, and date of signing (DDxx Month, YYYY, time of signing 12H HH:MM am/pm)
 6. Sign in BLACK ink and over-stamp with official stamp in BLUE Ink

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MNEMONIC OBJECT REGISTRATION (Continued)

Appendix G: FS Form COA-EE-504 Certification of Authenticity Continued

7. Place FS Form COA-EE-504 on a cutting mat and carefully incise two lines with a razor blade 15mm long and 5 mm apart, centered horizontally between the coat of arms and the left edge, and centered vertically between the form number and the bottom edge of text
 8. Emboss the Coat of Arms with the Studio Dry Stamp
 9. Place FS Form COA-EE-504 on the outside of the back of the folio facing away from the packet, and under the flap of FS form RM-1
 3. The Authenticator will then sew the packet
 - a. Once all documents are aligned, use a two-hole punch, centered at the top, to penetrate all documents in the packet except the front cover of the folio
 - b. Cut a length of RED and WHITE cotton twine at 90 cm
 - c. Fold twine in half
 - d. Feed the bend through the hole closest to the spine of the folio through all documents in the folio from the back to the front
 - e. Bring bend across to the second hole and feed through all documents from the front to the back
 - f. From the back side feed the loose ends through the bend top to bottom and pull taught
 - g. Feed ends through the incised slots, front, back, front
 - h. Place melted RED wax over the incision and seal with the Official Seal of Eric J. Frey
 - i. Once the wax has cooled, bring loose ends of twine to the front bottom right of the folio, make a loose bight with the running ends laying over the line at a diagonal
 - j. Place melted RED wax over the crossing point and seal with the Official Seal of Eric J. Frey
 - k. At this point the Authenticator will scan FS Form COA-EE-504 labeling the image with the MSN, and form number (0000-FS-COA-EE-504) saving the image to the main data base
 4. Once the packet is sewn, sealed, and scanned the authenticator will then bind the entire folio
 - a. Memories of official events, ceremonies, or activities sanctioned by Governments, and Educational Institutions will be bound with WHITE twill legal tape
 - i. Tape will be cut to a length of 60 cm

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MNEMONIC OBJECT REGISTRATION (Continued)

Appendix G: FS Form COA-EE-504 Certification of Authenticity Continued

- ii. The center of the tape will be placed at the center point of the FS Form COA-EE-504 and spread out widthwise and brought to the front of the folio
 - iii. The tape will be tied in a single overhand knot centered on the front of the folio
 - iv. The knot will be sealed in RED wax with the Official Seal of Eric J. Frey
- b. Memories deemed important by the recorder will be bound in RED twill legal tape
 - i. Tape will be cut to a length of 60 cm
 - ii. The center of the tape will be placed at the center point of the FS Form COA-EE-504 and spread out widthwise and brought to the front of the folio
 - iii. The tape will be tied in a single overhand knot centered on the front of the folio
 - iv. The knot will be sealed in RED wax with the scripted "F" seal
- c. Memories deemed routine or banal by the recorder will be bound in natural twine,
 - i. Twine will be cut to a length of 60 cm
 - ii. The center of the twine will be placed at the center point of the FS Form COA-EE-504 and spread out widthwise and brought to the front of the folio
 - iii. The twine will be tied in a single overhand knot centered on the front of the folio
 - iv. The knot will be sealed in RED wax with the block "F" seal
- d. If the Mnemonic Object is large and is contained in an archival box, the following changes will occur:
 - i. Folio will be placed inside the box
 - ii. Box will be stamped with the MSN in RED ink on the opening face and the adjacent side
 - iii. The box will be bound using 15 cm of tape or twine
 - 1. Tape will have appropriate wax seal placed 5 cm from the opening edge of the box anchoring the tape or twine
 - 2. Tape will have a swallow tail cut into the running end
 - 3. Twine will have a bend with the bight hanging loose
 - 4. Wax seal will be placed over the running end 5 cm from the box opening on the side of the box sealing the edge
 - a. On tape, the wax will seal the tape to the box leaving a tail to break the seal

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MNEMONIC OBJECT REGISTRATION (Continued)

Appendix H: Archiving of Memory

1. The archiving of the Mnemonic Objects containing memories is the responsibility of the Archivists
2. Mnemonic Object Packets (MOP) that are entirely contained in a folio will be placed inside an archival binder in the order recorded in the Register of Memories
3. The archivist will label the archive binder with the first number placed in the binder, then once full label the binder with the last number placed inside.
4. The archivist must ensure to use archival pigment ink when labeling the binders
5. If the MOP is box based, the archivist will place a locator document in its place in the binder, and indicate which shelf or box the MOP is stored
6. The Archivist will take all images related to the MSN of the MOP and upload the images to the MRC webpage for the assigned MSN
7. During the Alpha, Beta and IRO memories may only be loaned to other institutions or checked out by the Memory Imprinter for research or exhibition.
8. Any loans of memories must be annotated in the Registry of Memories with a unique tracking number (L-0000) and the MSN hand-written to track loans and returns
9. During IPO if a memory is traded or sold the archivist will annotate the transaction in the Registry of Memories with a unique transaction ID (C-0000), indicating at a minimum the date, name, city, state, and country of the MOP bearer, any additional notes may be added below the journal entry. The archivist will then annotate the original entry with the transaction ID
10. An unauthenticated MOP will have a UA annotated before the MSN in the original and any related entries

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix I: FS Form 249 Incomplete Record log

1. The archivist will maintain a running log of any incomplete items from any entry in the Codice Memoria. Logs will be maintained in the MRC Log Book, and stored with the Archivists active files.
2. A new log will be utilized for each organization, activity, or location the MRC works with beginning with page 1, only ink will be used
3. Dates covered will be indicated in Julian date
4. On the first entry for a log the archivist will enter:
 - a. the first MSN available for the organization, activity, or location
 - b. the Date Time Group (DTG) formatted as DDHHmmMMYYYY
 - c. the current Codice Memoria volume and page number
 - d. Under action taken write either "New Organization", "New Activity", or "New Location"
 - e. Initial
5. Each entry for missing items will include:
 - a. MSN of missing item
 - b. DTG logged
 - c. the list of items missing (may use more than one line if needed)
 - d. Action Taken is "Logged"
6. When an incomplete record item is completed
 - a. the archivist will enter the MSN of the affected record
 - b. the DTG
 - c. then enter which item was completed
 - d. Action Taken is either "Partially Completed the Record", or "Completed the Record"
 - e. then find the original entry, strikethrough the missing item and initial
7. The archivist will secure the item in the Codice Memoria in the appropriate position
8. The archivist will scan the corrected page of the Codice Memoria, labeling it with the MSN, CM and the page numbers and sequence number of correction (0000-CM-001-1) saving the images to the main data base
9. The Archivist will then journal the entry in the Registry of Memories:
 - a. All handwritten entries will be in BLACK, or BLUE-BLACK ink
 - b. Enter the Julian date of the journal entry
 - c. Enter the MSN by hand with BLACK ink
 - d. Name of Memory Imprinter
 - e. Enter title of the memory
 - f. Write the item description of what was corrected (example: Photograph of memory"
 - g. Enter the name of the Archivist

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix I: FS Form 249 Incomplete Record log

- h. Find the original journal entry and place a check mark in the circle that indicates a missing item
 - i. Updated the scanned image if page was previously scanned with the same file number with a 2-digit sequence number added to the end
10. The Archivist will update the website as needed
11. When MRC concludes work with an organization, completes an activity, or changes location, the archivist will:
- a. enter on the next empty line
 - i. Last MSN used in the series
 - ii. DTG log terminated
 - iii. "Last Entry Volume __ Page ____ MSN ____"
 - iv. Action Taken is "Closed"
 - v. initial
 - b. update all pages of log to indicate number of pages
 - c. on the last page the archivist will complete the signature block, sign the log and over-stamp the signature in BLUE ink
12. Once a log is closed out, the archivist will scan the log packet in pdf format, labeling the packet "FS Form 249 YYYYMMDD" and saving it in the main database
13. The pdfs will be uploaded once a volume is closed out to the MRC website
14. Once scanned the original logs will be maintained in the MRC log book

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix J: FS Form 1249 Incomplete Record Reconciliation

1. The FS Form 1249 is issued to all memory imprinters with a list of missing or incomplete items from the Codice Memoria, and instructions on how to complete the record, or add additional items to the record if desired.
2. The FS Form 1249 will be printed on A6 paper
3. All items are entered in GREEN ink
4. The Archivist will complete the signature block, sign and over-stamp the signature in BLUE ink

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix K: Special Procedures- Classified Materials

1. Occasionally memory imprinters will be current or former member of a military force belonging to a NATO country, or work with a special activity alongside a NATO country. These individuals may have memories that contain sensitive or classified information.
2. The archivist must take utmost care and precaution when dealing with this special classification of memory. The archivist may process classified material up to SECRET. Any classified material classified TOP SECRET (TS) or contains TS/Sensitive Compartmentalized Information (SCI) may only be process by the Director MRC, or another archivist that has previously held a TS or TS/SCI clearance issued by the US National Security Agency
3. For all levels, the archivist may not tamper with or alter the memory transferred to a mnemonic object, but the MOP must contain the appropriate coversheet based on the security classification level.
4. Forms uses as cover sheets
 - a. Unclassified FOR OFFICIAL USE ONLY (FOUO)
 - i. For US Forces Archivist will use the locally produced GREEN Border FOUO form
 - ii. For other NATO Forces the YELLOW border NATO RESTRICTED form will be used
 - b. CONFIDENTIAL information
 - i. For US Forces Archivist will use the BLUE Border SF Form 705 from US GSA
 - ii. For other NATO Forces the BLUE border NATO CONFIDENTIAL form will be used
 - c. SECRET information
 - i. For US Forces Archivist will use the RED Border SF Form 704 from US GSA
 - ii. For other NATO Forces the RED border NATO SECRET form will be used
 - d. TOP SECRET information
 - i. For US Forces an approved archivist will use the ORANGE Border SF Form 703 from US GSA
 - ii. For other NATO Forces the GREEN border NATO COSMIC TOP SECRET form will be used
 - e. TS/SCI information
 - i. For US Forces an approved archivist will use the ORANGE Border SF Form 703 from US GSA
 - ii. For other NATO Forces the GREEN border NATO COSMIC TOP SECRET form will be used

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix K: Special Procedures- Classified Materials

5. For MOPs that contain classified material special precautions must be taken:
 - a. For Official Use Only (FOUO)
 - i. In the Codice Memoria, cover page will be attached over the memory description in the Codice Memoria, and the cover page will be scanned in lieu of the memory description in the digital archive.
 - ii. In the Registry of Memories after the memory title the archivist will enter FOUO
 - iii. The cover page will be stapled to the front of FS Form RM-1
 - iv. Folio cover will remain the same
 - v. Only the Memory Imprinter, or those that are authorized access to FOUO items may review the Codice Memoria, or check out the memory for research
 - b. CONFIDENTIAL
 - i. In the Codice Memoria, appropriate cover page will be attached over the memory description in the Codice Memoria, and the cover page will be scanned in lieu of the memory description in the digital archive.
 - ii. In the Registry of Memories after the memory title the archivist will enter CFL
 - iii. The cover page will be stapled to the front of FS Form RM-1
 - iv. Folio cover will remain the same
 - v. An additional security seal will be applied by the Authenticator of Memories
 1. Using 30 cm of BLUE twine
 2. On the reverse side, run one end of the twine through the sewn twine of the MOP
 3. Pull taught against the left hole
 4. At a downward 45 degree angle run the twine and bring to the obverse of the folio
 5. Approximately 10 cm from the top edge and 5 cm from the right edge, seal with CLEAR or YELLOW beeswax and the block "F" seal
 - vi. Only the Memory Imprinter, or those that are authorized access to CONFIDENTIAL information may review the Codice Memoria entry, or check out the memory for research

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix K: Special Procedures- Classified Materials

c. SECRET

- i. In the Codice Memoria, appropriate cover page will be attached over the memory description in the Codice Memoria, and the cover page will be scanned in lieu of the memory description in the digital archive. SECRET memories may only be written in ink to ensure no classified memory is recorded on the typewriter ribbon
- ii. In the Registry of Memories after the memory title the archivist will enter SCT
- iii. The cover page will be stapled to the front of FS Form RM-1
- iv. Folio cover will remain the same
- v. An additional security seal will be applied by the Authenticator of Memories
 1. Using 30 cm of RED twine
 2. On the reverse side, run one end of the twine through the sewn twine of the MOP
 3. Pull taught against the left hole
 4. At a downward 45 degree angle run the twine and bring to the obverse of the folio
 5. Approximately 10 cm from the top edge and 5 cm from the right edge, seal with CLEAR or YELLOW beeswax and the block "F" seal
- vi. Only the Memory Imprinter, or those that are authorized access to SECRET information may review the Codice Memoria entry, or check out the memory for research

d. TOP SECRET or TS/SCI

- i. In the Codice Memoria, appropriate cover page will be attached over the memory description in the Codice Memoria, and the cover page will be scanned in lieu of the memory description in the digital archive. All classified material must be redacted using indelible pigment ink. TS and TS/SCI memories may only be written in ink to ensure no classified memory is recorded on the typewriter ribbon
- ii. Any images that contain TS/SCI information must be redacted
- iii. In the Registry of Memories after the memory title the archivist will enter TS for TOP SECRET or SCI for TS/SCI, title will contain no classified information
- iv. The cover page will be stapled to the front of FS Form RM-1
- v. Folio cover will be BLACK
- vi. An additional security seals will be applied by the Authenticator of Memories

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MNEMONIC OBJECT REGISTRATION (Continued)
Appendix K: Special Procedures- Classified Materials

1. Using 90 cm of BLACK twine
2. Punch 3 holes in the lower edge of the folio
3. Punch 4 holes on the open side of the folio
4. From the obverse side, run one end of the twine through the bottom left hole until the twine reached the midway point, you now have a top and bottom line
5. Starting with the bottom line
 - a. Feed the end front back to front until reaching the 7th hole
 - b. Then do the opposite with the top line until reaching the 7th hole
 - c. Tie the two ends in a square knot over the right edge
6. Approximately 10 cm from the top edge and 5 cm from the right edge, seal with RED wax and the block "F" seal
- vii. Only the Memory Imprinter, or those that are authorized access to TOP SECRET of TS/SCI information may review the Codice Memoria entry, or check out the memory for research

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MNEMONIC OBJECT REGISTRATION (Continued)

Appendix L: Special Procedures- Missing Encryption Device

1. If a memory imprinter does not have a right index finger, the archivist may instruct the memory imprinter to use any digit of either hand if possible
2. If there are no digits on either hand, the memory imprinter may use any touch surface used to transfer the memory to mark the encryption key
3. The Archivist will annotate the change on the FS Form 404-C-2
4. The MRC does not discriminate against anyone for any reason, and the MRC will make all reasonable accommodations to make the memory imprinter as comfortable as possible, especially during the memory transfer process