

Message Records

Information Recorded about Message Handling

Information about the results of handling a message needs to be recorded. This information allows for auditing and tracing messages. In addition, information about the operator is recorded. The following information is to be record.

Received From / Time / Date

This data identifies from whom the message was received. This might be the originating person for whom the message is being sent, or it might be the identity of the station from whom the message was received for either delivery or relay.

Sent To / Time / Date

This data identifies to whom the message is delivered or to whom it is sent for relay. This might be the Addressee or representative of the Addressee to whom the message is delivered or another station to whom the message is sent for delivery or relay.

Example Message Records Received and Sent

(Originating message)

RECEIVED FROM CHIEF BECKMANN / TIME 1433 / DATE 3 MAY 2009
SENT TO SKFR / TIME 1455 / DATE 3 MAY 2009

(Delivering message)

RECEIVED FROM KF7FUN / TIME 0945 / DATE 16 JUNE 2009
SENT TO DR GREENLY/ TIME 1001 / DATE 16 JUNE 2009

(Relaying message)

RECEIVED FROM NKFR / TIME 1245 / DATE 12 JULY 2009
SENT TO PFD / TIME 1249 / DATE 12 JULY 2009

(Relaying message)

RECEIVED FROM W4XXY / TIME 1310 / DATE 1 APRIL 2009
SENT TO W5YYX / TIME 1515 / DATE 1 APRIL 2009

Name or Call Sign of Operator

This data identifies the person handling the message. The purpose of this data is to know whom to contact if there are questions about the handling of the message. This is very important when using tactical call signs or the call sign of a control operator. We must know who actually handled the message.

Example Name or Call Sign of Operator

NAME OR CALL SIGN OF OPERATOR: DARRYL JONASON

NAME OR CALL SIGN OF OPERATOR: W7XIR

Kitsap County Alternate Communications System

Number	Precedence	HX	Station of Origin		
Check	Place of Origin		Time Filed	Date Filed	
					Radio Operator Only

Addressee:

<BREAK>

<BREAK>
Signature:

				Radio Operator Only	
Operator Notes:			Name or Call Sign of Operator		
From	Time	Date	To	Time	Date
Received:			Sent:		

<END-OF-MESSAGE>

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