

MEMO ROUTE SLIP Form AEC-98 (Rev. May 14, 1947)		See me about this. Note and return.	For concurrence For signature.	For action. For information.
TO (Name and unit) C. L. Dunham	INITIALS <i>CLD</i>	REMARKS 703204		
	DATE <i>2/12</i>			
TO (Name and unit)	INITIALS	REMARKS <u>FOR STAFF MEETING</u>		
	DATE	Re handling of Congressional mail, the following revised procedures will be immediately placed in effect: (1) All Congressional mail or other correspondence forwarded for handling from the Office of the		
TO (Name and unit)	INITIALS	REMARKS Chairman, Commissioners, or General Manager will be reviewed by the Director's office, DBM, for appropriate routing and handling. (2) The DBM recipient of such correspondence will transmit a draft reply to Bette Weichold for review and final typing. Mrs. Weichold will be responsible for fol-		
	DATE	lowing up on replies to such mail to ascertain that deadline dates are being met.		
FROM (Name and unit) <i>H. A. Stanwood, Jr.</i>	REMARKS	COMMUNICATIONS & RECORDS 2		
PHONE NO. 5411	DATE 2/9/59			

USE OTHER SIDE FOR ADDITIONAL REMARKS

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