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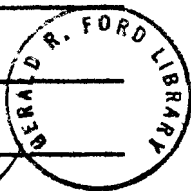
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material
given
JRH

DATE: 4-11

TO: Jack

FYI



JRH

Jody R. Hamberger

THE WHITE HOUSE

WASHINGTON

April 12, 1975

TO: PAUL THEIS
GWEN ANDERSON

FROM: JODY HAMBERGER

SUBJECT: New Procedures To Be Used For Political Mail

Following our meeting Friday, April 11, these procedures, as discussed, will be implemented to expedite the handling of political mail.

1. APPROVAL -- Will be given on first or rough draft of letters. In the case of Presidential responses, approval of Presidential signature request forms will also be given with first draft letters. It is my understanding that Jack Calkins and Gwen Anderson both sign off on all Presidential letters.
2. MESSENGER -- The assigned messenger service will be used for the exchange of draft and final copies of letters. When drafts are prepared, I will contact the messenger for delivery to Jack Calkins and Gwen Anderson. When they have approved the drafts they will contact the messenger for return to me.
3. REQUESTS FOR PRESIDENTIAL MESSAGES, TELEGRAMS -- In order to establish a more effective working relationship, the Republican National Committee will be requested to make the following changes:
 - (a) TIME -- At least two weeks in advance. We are trying to use more Presidential messages and letters and fewer telegrams.
 - (b) PRECISE TITLE OF GROUP -- Specify Federation or particular name of College Republican organization.



- (c) PRECISE TITLE OF FUNCTION -- State Convention, annual meeting, leadership conference, etc.
- (d) ADDRESS WHERE MESSAGE IS TO BE SENT -- Include complete address of function site.
- (e) ADDITIONAL INFORMATION ON STATE CHAIRMAN OR CONVENTION CHAIRMAN -- Include telephone numbers, as well as addresses.
- (f) UPDATES ON INFORMATION -- Contact us if there are changes in the details previously forwarded to me.
- (g) DRAFTS -- Submit, when possible, draft language tailored to specific event or State Organization.

Information copy to:

Jack Calkins ✓

