

U.S. DEPARTMENT OF ENERGY  
**memorandum**

DATE November 12, 1985

REPLY TO  
ATTN OF MA-232.1 - Joan Ogbazghi

SUBJECT Freedom of Information Request #11048505D

TO Jane Monhart, CH Operations Office  
Attn Bernie Russ

The attached Freedom of Information (FOI) request is being sent to you for action as the records requested appear to be principally within the purview of your organization. If our determination is incorrect, please inform me immediately to whom you are forwarding this request.

If other divisions, offices or field organizations also have records relevant to this request, you as the appropriate FOI Office are responsible for requesting their participation and for coordinating the response. It is important that an appropriate response be forwarded to the requester within 10 working days as failure to act can be deemed a denial.

On the reverse side of this memorandum, a "Reminder of Procedures for Handling FOI Requests" should assist your staff. If you have any questions, I can be reached on FTS 252-5955.

*John H. Carter*  
John H. Carter  
Chief of FOI and Privacy Acts  
Activities Branch  
Division of Reference and  
Information Management

Attachment

DEC 04 1985

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