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**WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET**

O - OUTGOING

H - INTERNAL

I - INCOMING

Date Correspondence Received (YY/MM/DD) 81 10 21 25

ID # 006811

FE009

Name of Correspondent: Robert H. Michel

MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: Requests list of Presidential proclamations for P. Joan Larsen of Salisbury Cottage Hospital.

ROUTE TO:

ACTION

DISPOSITION

Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
LA <u>FRIE</u>		ORIGINATOR	<u>81 10 21 26</u>	<u>DD</u>	<u>A</u>	<u>81 03 02</u>
<u>EC</u> <u>Ron Markes</u>		<u>A</u>	<u>81 10 31 05</u>		<u>C</u>	<u>81 03 23</u>
LA <u>FRIE</u> (Attn: <u>Charlie</u> <u>Portiguet</u>)		Referral Note:				
		Referral Note:				
		Referral Note:				
		Referral Note:				

ACTION CODES:

- A - Appropriate Action
- C - Comments
- D - Draft Response
- F - Fact Sheet
- I - Info Copy
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

DISPOSITION CODES:

- A - Answered
- B - Non-Special Referral
- C - Completed
- S - Suspended

FOR OUTGOING CORRESPONDENCE:

- Type of Response = Initials of Signer
- Code = "A"
- Completion Date = Date of Outgoing

Comments: Proc. list sent to requester * 3/23/81 - Dan Markes
* Mrs. Larsen

Keep this worksheet attached to the original incoming letter.
 Send all routing updates to Central Reference (Room 75, OEOP).
 Always return completed correspondence record to Central Files.
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 1240 _____

Prime Subject Code: FE 009 Secondary Subject Codes: HO _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

SIGNATURE CODES:

- CPn - Presidential Correspondence
 - n - 0 - Unknown
 - n - 1 - Ronald Wilson Reagan
 - n - 2 - Ronald Reagan
 - n - 3 - Ron
 - n - 4 - Dutch
 - n - 5 -

- CLn - First Lady's Correspondence
 - n - 1 - Nancy Reagan
 - n - 2 -
 - n - 3 -

- CBn - Presidential & First Lady's Correspondence
 - n - 1 - Ronald Reagan - Nancy Reagan
 - n - 2 - Ron - Nancy

MEDIA CODES:

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

March 2, 1981

Dear Bob:

This is to acknowledge receipt of your recent letter enclosing the request from your constituent for a list of the special days and weeks of observance that are proclaimed by the President.

I will be glad to forward this request to the appropriate White House office so that it can be given careful attention.

Thank you for writing and letting us know of your constituent's interest in this matter.

With cordial regard, I am

Sincerely,

Max L. Friedersdorf
Assistant to the President

The Honorable Robert H. Michel
House of Representatives
Washington, D.C. 20515

MLF:CMP:mdb

~~cc: w/incoming, Anne Higgins, for further handling. (Anne, I believe that Sadie Carter in the OMB General Counsel's Office can provide the information which this constituent requests -- Charlie.)~~

cc: Ron Marks, Executive _ Clerks Office for further handling

dm
ROBERT H. MICHEL
16TH DISTRICT, ILLINOIS

REPUBLICAN LEADER

WASHINGTON OFFICES:
H-232, U.S. CAPITOL
(202) 225-0600
2112 RAYBURN BUILDING
(202) 225-6201

Congress of the United States
House of Representatives
Washington, D.C. 20515

RALPH VINOVICH
ADMINISTRATIVE ASSISTANT

DISTRICT OFFICE:
1007 FIRST NATIONAL BANK BUILDING
PEORIA, ILLINOIS 61602
(309) 673-6358

COUNTIES:
BROWN MASON
BUREAU PEORIA
CASS SCHUYLER
KNOX STARK
TAEWELL

February 24, 1981

006811

m7
Mr. Max Friedersdorf
Assistant to the President
The White House
Washington, D.C. 20500

Dear Max:

Enclosed is a copy of a letter from one of my constituents
and I would appreciate it if you would take care of her request.

Thank you.

Sincerely yours,

Bob

Robert H. Michel
Member of Congress

RHM:JC

GALESBURG
COTTAGE
HOSPITAL
695 NORTH KELLOGG
GALESBURG
ILLINOIS 61401
AREA CODE 309
343-8131

REC'D

February 19, 1981

Dear Sir:

I would like a list of the special days and weeks that the President proclaims.

I use this information in the waiting area of our Emergency Room. Visitors find this interesting and helps pass the time while waiting.

Any help and/or information would be greatly appreciated.

Thank-you,
D. Joan Larson RN
Nursing Coordinator
Emergency Room

GALESBURG ER
COTTAGE
HOSPITAL
695 NORTH KELLOGG
GALESBURG
ILLINOIS 61401



Proc. list sent 3/23/81

Don Mah

THE WHITE HOUSE

Ms. P. Jones Larsen, Rn
Nursing Coordinator
Emergency Room
Galesburg Cottage Hospital
695 North Kellogg
Galesburg IL 61401

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