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GI002

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

☐ O - OUTGOING☐ H - INTERNAL☒ I - INCOMINGDate Correspondence
Received (YY/MM/DD)

81 05 12

Name of Correspondent: Don H. Clauser☐ MI Mail Report

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

Subject: Encloses Get Well Card and note, to the President, from his constituents, Mr. and Mrs. Otto Belak. Writer inquires about a paperweight, sent to the President in December, from the Belaks.

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 Fine		ORIGINATOR ^{CH}	81 05 13	MF	A	81 06 16 ^{CH}
		Referral Note:				
		Referral Note:				
		Referral Note:				
		Referral Note:				
		Referral Note:				

ACTION CODES:

A - Appropriate Action
C - Comments
D - Draft Response
F - Fact Sheet

I - Info Copy/No Action Necessary
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: _____

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

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: A Individual Codes: 1.240 _____

Prime Subject Code: GT 012 Secondary Subject Codes: _____

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 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 1 - Nancy Reagan
- n - 2 - Nancy
- 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

June 16, 1981

Dear Don:

Let me apologize for the delay in responding to your May 1 letter on behalf of your constituents, Mr. and Mrs. Otto Belak.

Please know that the President deeply appreciated receiving Mr. and Mrs. Belak's get-well card. The numerous cards, letters, and flowers which arrived at the White House were a wonderful source of support and comfort to him.

I am happy to enclose a presidential thank you for Mr. and Mrs. Belak's thoughtful message.

With cordial regard, I am

Sincerely,

Max L. Friedersdorf
Assistant to the President

The Honorable Don H. Clausen
House of Representatives
Washington, D.C. 20515

Enclosure: C-6

MLF:CMF:ASR:asr

Get Well Wishes



To -
Our favorite Pres.

A cheery get well note,
with love and good wishes,
hoping you're
well again soon.

Because, "Jesus Cares"
Remember I sent
you that paper weight?
Brenda-Otto Belak

DON H. CLAUSEN
REPRESENTATIVE IN CONGRESS
2D DISTRICT, CALIFORNIA
"THE REDWOOD EMPIRE DISTRICT"

WASHINGTON OFFICE:
2336 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515
PHONE: 225-3311
AREA CODE 202

DISTRICT OFFICES:
ROOM 329
777 SONOMA AVENUE
SANTA ROSA, CALIFORNIA 95404
PHONE: 525-4316

EUREKA INN, ROOM 216
7TH AND F STREETS
EUREKA, CALIFORNIA 95501
PHONE: 442-0912

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

May 1, 1981

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024463

Mr. Max L. Friedersdorf
Special Assistant to the
President for Legislative Affairs
The White House
Washington, D. C. 20515

Dear Max:

Enclosed is a card to President Reagan from my constituents, Mr. and Mrs. Otto Belak. They asked that I forward it to the President.

I believe the notation on the card regarding the paperweight is a reminder that it was not previously acknowledged. On December 3rd, I forwarded to the Transition Office a letter from the Belaks along with the paperweight. I realize December was a very hectic time for everyone in the Transition Office and if it is possible for the Belaks to receive an acknowledgement at this time, it would be greatly appreciated.

Sincerely,

DON H. CLAUSEN
Representative in Congress

DHC:b
Enclosure