

## BOARD, ELIZABETH: Files, 1985-1989 – REAGAN LIBRARY COLLECTIONS

**This collection is available in whole for research use. Some folders may still have withdrawn material due to Freedom of Information Act restrictions. Most frequent withdrawn material is national security classified material, personal privacy, protection of the President, etc.**

### **BOARD, ELIZABETH: Files, 1985-1989**

Office of Media Relations: Television Office; Special Assistant to the President and Director (Television Office), 1985-1987

Office of Media Relations; Special Assistant to the President and Director of the Office of Media and Broadcast Relations, 1987-1989

The Office of Media Relations handled all press contacts with the White House other than the actual White House press corps. It was created in the fall of 1981 from the Office of Media Liaison in the Press Office and the Television Office from the Office of Communication. The office had various names throughout the administration including: Media Liaison; Office of Media Relations and Planning; Office of Media Relations and Broadcasting; Office of Media and Broadcasting Relations. The staff, physical location in the White House, and general functions remained exactly the same during these various name changes. For ease of use and to reflect their organizational unity the Library is naming this office: Office of Media Relations.

### **Preliminary Scope & Content Note**

The White House receives a multitude of requests for Presidential messages for organization meetings, tributes to particular individuals, public service announcements on behalf of various causes and charitable fundraising, and taped endorsements for political candidates. During the Reagan administration this became a highly developed function, and the President regularly sat for tapings for these requests. The Television Office coordinated all aspects of the multiple tapings and coordinating the scripts of these messages. In addition, the Television Office coordinated all the arrangements with outside media for taped interviews with the President, nationally televised press conferences and nationally televised addresses. Elizabeth Board became the Director of the Television Office when it briefly functioned as a separate unit from the Office of Media Relations from 1985-1987. The office was recombined with Media Relations in 1987 and Board became the Director of the combined offices until the end of the administration.

Elizabeth Board was assisted by a series of television coordinators: Caroline Heinz; Flo Taussig; Caroline Rhoden and John Peschong. The files resulting from the multiple tapings have been gathered together and form a series within the Media Relations Office collection. The tapings are in chronological order.

SERIES I: CORRESPONDENCE, 1985-1989 (Boxes 1-3; 1 l.ft.)

This series consists of correspondence in various formats including memos, letters, notes and forms. It is concerning the tapings of Presidential messages and contacts with outside media. It is arranged by year and whether it was incoming or outgoing correspondence.

**SERIES II: SUBJECT FILE, 1985-1989 (Boxes 4-19; 5.5 l.ft.)**

This series consists of folders regarding various subjects including specific events or issues, personnel for the office and administrative matters for the Office of Media Relations. The subject file is arranged alphabetically.

**SERIES III: BRIEFINGS, 1987-1989 (Boxes 19-24; 1.5 l.ft.)**

This series contains memos, papers, transcripts, and correspondence regarding briefings the Office of Media Relations held for out-of-town media on various issues. The material is for 1987-1989 when Board was running the combined functions of media relations and the television office. Earlier briefing material can be found in the Small-Stringer collection, the Mathis-Richard collection and the Elmetts collection. The material is arranged chronologically.

**SERIES IV: INTERVIEWS, 1985-1989 (Boxes 24-26; 0.5 l.ft.)**

This series contains the memos, notes, scheduling needs for the Presidential interviews by outside media personalities or organizations held at the White House. These files are arranged chronologically. Material for the first administration interviews can be found in the Elmetts collection and the Mahan-Duval collection.

**SERIES V: PRESS CONFERENCES, 1985-1989 (Boxes 26-27; 0.5 l.ft.)**

This series contains the memos, notes, correspondence and scheduling needs for broadcast outlets for televised press conferences. These files are arranged chronologically. Material for the first administration press conferences can be found in the Elmetts collection and the Mahan-Duval collection.

**SERIES VI: SPEECHES AND ADDRESSES, 1985-1989 (Boxes 27-31; 1 l. ft.)**

This series contains the memos, notes, correspondence and scheduling needs for television, radio and live audience speeches and presidential addresses made during the second administration. It is arranged chronologically. Material for the first administration can be found in the Mahan-Duval collection.

**SERIES VII: EVENTS, 1985-1989 (Boxes 31-33; 0.5 l.ft.)**

This series contains memos, notes, correspondence and scheduling forms for the coordination of televised events for outside media that is not a Presidential speech, interview or press conference.

**SERIES VIII: TAPINGS, 1985-1989 (Boxes 34-36; 1 l.ft.)**

This series contains memos, notes, correspondence primarily related to, but not the same as, the multiple Presidential taping sessions in the Media Relations Office Records series.

## CONTAINER LIST

### SERIES I: CORRESPONDENCE, 1985-1989

#### Box 1

Al Snyder - USIA / 20th Century-Fox Media June 1985

[Chron File] October 1987

Chron November 1987 (1)-(3)

[Chron File] December 1987 (1)(2)

[Chron File] January 1988 (1)-(3)

[Chron File] February 1988 (1)-(3)

[Chron File] March 1988 (1)-(3)

[Chron File] April 1988 (1)(2)

[Chron File] May 1988

#### Box 2

[Chron File] June 1988 (1)(2)

[Chron File] July 1988 (1)(2)

[Chron File] August 1988 (1)(2)

[Chron File] September 1988 (1)(2)

[Chron File] October 1988 (1)(2)

[Chron File] November 1988 (1)(2)

[Chron File] December 1988

January 1989 Chron

Elizabeth Board Correspondence

Historical Research Foundation - Frank Van der Linden April 1985

Letters To / From Elizabeth Board -1985 (1)(2)

#### Box 3

Letters To / From Elizabeth Board -1985 (3)-(6)

Letters To / From Elizabeth Board -1986 (1)-(8)

Letters To / From E. Board - 1987 (1)-(6)

#### Box 4

Letters To / From E. Board – 1987 (7)-(8)

Memorandums To / From Caroline Heinz 1985

Memos to Elizabeth Board (1)(2)

Memos from Elizabeth Board (1)-(3)

Miscellaneous Messages for Television Office

Regrets 1989

### SERIES II: SUBJECT FILE

#### Box 4 cont.

Administration / Computer (1)(2)

Administration General (1)(2)  
[Administrative Contact Meeting 04/23/1986]  
AIDS  
AIDS File  
Air Force One (1)-(3)  
David Aldrich - Associated Press Communications (1)-(4)

Box 5  
Carl Anderson's Media List (1)(2)  
Betsy's Chicago Trip  
Beyond War  
Biographies (1)-(3)  
Blackwell  
[Bork] Actualities  
Bork-General Background/Miscellaneous (1)-(5)  
Bork-Media Files [I] (1)-(4)  
Bork-Media Files [II] (1)(2)

Box 6  
Bork-Media Files [II] (3)-(5)  
Bork-Media Files [III] (1)-(4)  
Bork-Media Files [IV] (1)-(4)  
Bork Nomination (1)(2)  
Bork Nomination: Arkansas  
Bork Nomination: "Media Memos" - Things I've Booked, etc.  
Bork Nomination: National Speakers and Booking Forms  
Bork Nomination: Mailings (Not Ever Done)

Box 7  
Bork Nomination: Betsy – Bork (1)(2)  
Bork Nomination: Betsy – Bork: Bio 2  
Bork Nomination: Betsy – Bork: Newspapers (Notes on OP/ED Placement)  
Boy's Nation 1988  
Nick Brady Interviews  
Budget [I]  
Budget [II]  
Budget 1988  
Budget 1989  
Burton and Smith  
C Flags  
White House Cable Project  
Calendars (1)-(5)

Box 8  
Calendars (6)-(9)  
Calendars: Contact list, blank schedules

Camp David Maryland Public Television  
[Cancer: The Second and Final War" by Harry Mantel (Script)] (1)-(4)  
Central America / Contras (1)-(4)  
Central America – Media (1)-(4)

Box 9

China Central Television Delegation  
Choice in Education (1)-(3)  
Close-up  
Christmas Open House  
Christmas Tree Lighting 12/11/1986  
Christmas Tree Lighting 12/07/1987  
Christmas Tree Lighting 12/15/1988  
Cinema Sound  
Civil Rights  
Coin Toss 01/20/1985  
Collegiate List  
Communications Calendar  
Conservative Digest  
Crews Cinema Sound  
Department of Defense Authorization Bill  
Department of Energy - Lauro Cavazos  
Deregulation  
Distinguished Rank Awards 1988  
Drought  
Drought Bill 08/11/1988  
Drugs (1)(2)

Box 10

Drugs (3)  
Duberstein/Transition 11/30/1988  
Duggan, Juanita  
Easter Egg Roll 1987 (1)(2)  
Easter Egg Roll 1988(1)(2)  
Edmunds, Tom  
Ellis Memo  
Fairness Doctrine  
Fetal Research  
Form Requests Etc.  
Ginsburg Nomination [I] (1)-(4)  
Ginsburg Nomination [II] (1)-(3)

Box 11

Goodwill Games (1)(2)  
Grove City (1)(2)  
Iakena 03/25/1988

Information/Trivia - First Lady  
Information/Trivia - Miscellaneous  
Information/Trivia - President Reagan (1)-(3)  
Interns [I]  
Interns [II]  
Interns [II]: Fall Intern Applications 1988 (1)(2)  
Interns [II]: Applications for Summer Internship 1988 (1)(2)

Box 12

Interns [II]: Hold File (1)-(5)  
Interns [III] (1)(2)  
Intern Resumes  
Intern Resumes: Intern Resumes  
Previously Employed Interns (1)-(3)  
Interviews for Bookings Position "Interview Coordinator" (1)-(4)

Box 13

Issue Advertising  
Job Applicants March 1986 (1)(2)  
[Judicial Nominees](#)  
Kennedy Nomination (1)-(4)  
Judge Kennedy Clippings (1)-(9)

Box 14

Lighting – Fiorentino  
McQuay (1)(2)  
[Material for Meeting with Bob Tuttle - 1988] (1)(2)  
Media and Broadcast Relations Central Files  
Media and Broadcast Relations Travel and Entertainment Budget  
Media Info  
Media Information (1)(2)  
Media Interviews  
Fall Media Plans 1988 (1)-(3)  
Media Relations: Mailing List Reporters  
Media Relations Subscriptions  
Minimum Wage Law  
Monthly Highlights  
[National Public Radio] (1)(2)

Box 15

[National Public Radio] (3)(4)  
National Security Council  
900 Number (1)(2)  
900 Number Letters (1)-(5)  
Office Stuff (1)-(4)  
Olympians (1)(2)

Box 16

George O'Neill Photo  
Op Ed File (1)(2)  
OP/EDs (Memos)  
OP/EDs (Miscellaneous) (1)-(5)  
Alaska OP-ED  
California OP-ED  
Connecticut OP-ED  
Hawaii OP-ED  
Nevada OP-ED  
Oregon OP-ED  
PA [Pennsylvania] OP-ED  
TX [Texas] OP-ED  
Washington OP/ED  
Charles Hobbs [OP-ED]  
Op/Ed – Rowny  
Pamphlets, Brochures  
Dolly Parton / ABC Request  
Pat's Goodbye Gift  
Pending 1985-1986  
Pending 1987

Box 17

Personnel Former Employees  
Personnel/Vacations Miscellaneous  
Photo Ops 10/29/1987  
Photo Ops 11/09/1987  
Photo Ops 11/16/1987  
Photo Ops 11/23/1987  
Photo Ops 12/06/1987  
Planning – Memos (1)-(3)  
Position Descriptions  
Publications  
[Radio Talk Shows] (1)(2)  
Resumes 1985-1986 (1)-(3)  
Resumes 1987-1988  
Rhoden, Caroline  
Miscellaneous Scheduling  
Old Schedules  
John Slack Stuff

Box 18

Elliott Sluhan / Splendid Misery (1)(2)  
Soviets  
Surveys/Opinion Polls [Bork, Iran Air Incident, Oliver North/Iran Contra]

POTUS Tax Reform Proposal 1985  
Television Central Files  
Television Coordinator Position  
Television Office 1985-1989  
“Television Studio”  
Tokyo Summit 1986  
Trade Bill (Notebook) (1)-(8)  
Trade Policy  
Ukrainian Girl  
Venice Summit - June 1987 (1)(2)

Box 19  
Venice Summit - June 1987 (3)-(5)  
Vestron  
Video Monitoring  
Video Tape Archives  
Week of 10/10/1988-10/14/1988 (1)-(6)  
Welfare Reform [I]  
Welfare Reform [II]  
Women  
Youth 2000

**SERIES III: BRIEFINGS**

Box 19 cont.  
08/11/1987 - AIDS Briefing (1)(2)

Box 20  
12/11/1987 - Gorbachev Summit and INF Treaty [Briefing] (1)-(5)  
12/11/1987 - Gorbachev - INF (Continued) [I] (1)-(4)  
12/11/1987 - Gorbachev - INF (Continued) [II] (1)-(3)  
12/11/1987 - Gorbachev - INF (Continued) [III] (1)-(5)

Box 21  
12/11/1987 - Reagan - INF (Continued) (1)(2)  
01/19/1988 - Mayors Briefing  
01/20/1988 and 01/22/1988 Constituent Briefings  
01/26/1988 - State of the Union [Briefing] (1)-(4)  
01/27/1988 - Drug Briefing (1)(2)  
03/07/1988 - Drug Briefing  
03/07/1988 - Drug Abuse Prevention [Briefing] (1)-(4)  
06/06/1988 Clips  
[06/08/1988 Regional Press Briefing - Steve Bell KYW-TV Philadelphia]  
06/08/1988 - Post Summit Briefing [I] (1)(2)

Box 22  
06/08/1988 - Post Summit Briefing [I] (3)-(6)



06/08/1988 - Post Summit Briefing [II] (1)-(5)  
06/08/1988 - Post Summit Briefing [III] (1)-(5)  
[06/08/1988 - Regional Press Briefing] Abortion  
06/08/1988 Clips (1)-(3)  
06/08/1988 Clips: Press Clippings from Regional Briefing

Box 23

08/03/1988 - Central America [Briefing] (1)-(7)  
09/15/1988 - Hispanic Briefing [I] (1)-(6)  
09/15/1988 - Hispanic Briefing [II] (1)-(5)

Box 24

01/10/1989 - Budget Briefing  
01/10/1989 - Budget Briefing  
Sperling Breakfast

SERIES IV: INTERVIEWS

Box 24 cont.

01/26/1985, Independent Radio Network Interview  
04/29/1985 Foreign Correspondents POTUS Interview  
09/09/1985, POTUS Interview / North American Network (1)-(3)  
POTUS Interviews with Radio Stations (Ranch August 1985)  
09/16/1985 ABC Jennings / Koppel Interview  
11/12/1985 Pre-Summit Foreign Correspondents Interview  
01/26/1986 POTUS Brokaw Interview SBS  
02/25/1986 Walters Interview (1)(2)  
03/12/1986 Regan Interview  
05/23/1986 Interview with William Rusher  
06/07/1986 Radio Marti Interview  
04/14/1987 Peter Jennings Stand - Up For "We The People"  
05/27/1987 USIA Pre-Venice TV Interview  
10/09/1987 POTUS Interview with CNN  
10/26/1987 USIA Interview with Foreign Journalists  
11/02/1987 The Next President, Frost (1)(2)

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11/23/1987 Howard Baker PBS Interview  
12/03/1987 Interview with Four Network Anchors  
12/18/1987 BBC Interview  
03/10/1988 USIA Interview with Foreign Journalists  
[03/19/1988 "One on One" Interview with Howard Baker]  
03/30/1988 POTUS  
03/30/88 POTUS Interview Norman Cohen  
April 1988 Godfrey Hodgson Interviews (1)-(3)  
04/26/1988 Lavin Trip Interviews  
05/19/1988 Foreign Journalist Interview

05/20/1988 Soviet TV Interview  
06/17/1988 Economic Interview  
08/04/1988 Veto Interviews  
09/12/1988 John Wayne [PBS Interview]  
12/21/1988 Brinkley Interview  
Chicago Trip 1988 [I] (1)(2)  
Chicago Trip 1988 [II]  
01/06/1989 Mike Wallace Interview (1)-(4)

Box 26

01/12/1989 Bernard Shaw/CNN Interview  
01/13/1989 POTUS & Cardinal O'Conner Interview (1)(2)  
01/17/1989 NBC/Tom Brokaw  
Hobbs Trip Interviews 1987-1988  
Interview Requests 1988  
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Interviews – Complete (1)-(3)  
Planning Interviews 1988-1989 (1)(2)  
USIA - Post NATO Summit Interviews

SERIES V: PRESS CONFERENCES

Box 26 cont.

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Presidential Press Conference 02/21/1985  
Press Conference 03/21/1985  
Presidential Press Conference 06/18/1985  
Press Conference 09/17/1985  
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Press Conference 02/11/1986  
Press Conference 04/09/1986  
[Press Conference] 06/11/1986  
POTUS Press Conference Chicago 08/12/1986  
POTUS Press Conference 11/19/1986  
Press Conference 03/19/1987  
Press Conference 10/22/1987  
Press Conference 02/24/1988  
Press Conference 12/06/1988  
General File / Press Conferences  
Log POTUS Press Conferences

SERIES VI: SPEECHES AND ADDRESSES

Box 27 cont.

02/06/1985 State of the Union  
04/24/1985 POTUS Oval Office Address

05/28/1985 Oval Office Tax Reform Speech  
05/28/1985 Oval Office Speech - Production Notes  
11/14/1985 Oval Office Address  
11/21/1985 POTUS Address to Joint Session of Congress  
01/28/1986 State of the Union (1)(2)  
01/01/1986 POTUS Message to the Soviet Union  
02/26/1986 Defense Speech (1)(2)  
04/14/1986 Oval Office Address on Libya

Box 28

05/13/1986 High School Address (1)(2)  
07/22/1986 South African Speech  
08/05/1986 Knights of Columbus Chicago  
08/15/1986 White House Conference on Small Business Speech  
09/14/1986 President / Mrs. Reagan Speech on Drugs  
10/13/1986 Post Iceland Summit Speech  
11/13/1986 Speech on Iran  
01/15/1987 Martin Luther King Address to Student  
01/27/1987 State of the Union  
01/28/1987 POTUS NASA Address  
03/04/1987 POTUS Speech  
06/15/1987 POTUS Address  
08/12/1987 Oval Office Address  
08/26/1987 Town Hall of California Speech  
10/14/1987 Oval Office Address  
11/03/1987 Worldnet Address  
12/10/1987 Oval Office Address (Slides for speech stored in Audio/Visual for  
Preservation)  
01/25/1988 State of the Union (1)(2)  
02/02/1988 Oval Office Address Contra Aid  
02/23/1988 Worldnet Address  
09/21/1988 UN Speech (1)(2)

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11/14/1988 President's Address to School Children (1)-(3)  
01/11/1989 POTUS Address to the Nation  
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Summit Speech 1987  
Oval Office Address Graphics  
Oval Office Address Log  
Correspondence Regarding Radio Address (1)-(6)  
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RR Broadcasting Magazine Article  
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Box 30

Log Radio Address  
Saturday Radio Address  
President Reagan's Radio Addresses / General Memos [1985-1986]  
Radio Address: General Memos 1987  
Armed Forces Day Radio Address 05/17/1986  
Radio Address Speeches (1)-(8)  
Radio Address: Clearance Memos  
Radio Address Voice of America 11/09/1985 (1)(2)  
Radio Address / Mutual Dispute [1986]  
Spanish Radio (1)(2)  
Book on Radio Addresses 1st Term  
Lists of Radio Address Radio Stations (1)(2)

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Radio Address Radio Stations (1)(2)  
First Radio Address FLOTUS and POTUS Address  
Worldnet Address - Radio Address 05/23/1988  
POTUS Taping of Radio Address Berlin Wall 08/08/1987  
Ellis / Radio

SERIES VII: EVENTS

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02/11/1985 Saudi Arrival Ceremony  
04/22/1985 Volunteer / Action Awards Luncheon - Clement Stone  
04/26/1985 President Chun of Korea Visit  
06/12/1985 Gandhi State Visit  
06/13/1985 Jacques Cousteau Appointment  
09/10/1985 Denmark Arrival Ceremony  
09/16/1985 Brazilian Press Secretary's Visit - Mr. Mesquita  
12/12/1985 Christmas Tree Lighting  
01/28/1986 RR's Message: Shuttle Tragedy  
05/21/1986 Close-up (1)(2)  
01/02/1987 Fiesta Bowl  
01/18/1987 POTUS Phone Call "The Conservatives"  
05/07/1987 Administrative Time: Smullin Family  
05/27/1987 Senator Baker / Senator Gorton Tribute  
10/22/1987 Administrative Time Corporation for Public Broadcasting  
12/07/1987-12/10/1987 U.S./USSR Summit (1)(2)  
12/10/1987 Departure Ceremony Gorbachev  
01/06/1988 "Conversations with the Presidents" (1)(2)  
01/28/1988 Task Force on Adoption (1)-(3)

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02/22/1988 Governor's Conference (1)-(4)  
02/25/1988 Administrative Time  
02/26/1988 Drug Free America [empty]

03/08/1988 Olympians  
03/29/1988 Cancer Event (1)(2)  
03/30/1988 Super Collider Event  
04/14/1988 Administrative Time  
04/14/1988 Administrative Time - Linda Arey, Presidential Academic Fitness Award  
Winners  
04/15/1988 Lt. Governors' Association  
04/18/1988 Youth Volunteers Event  
04/19/1988 Pete Dawkins / Heisman Trophy (1)(2)  
04/26/1988 Education Event (1)(2)  
04/26/1988 Wrestling Team Photo-Op  
05/06/1988 John Nester/Baker  
05/10/1988 Small Business Event  
05/16/1988 Schools Without Drugs (1)(2)

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05/19/1988 Nurserymen  
05/20/1988 Cuban Independence Day  
05/23/1988 "E" Awards  
06/16/1988 Scholars  
06/24/1988 POWs  
07/05/1988 PBS Inaugural Program  
07/13/1988 Farmers  
07/15/1988 Science and Technology Medals Ceremony  
07/18/1988 POTUS Trip to Davenport, IA and WOC Radio (1)-(3)  
07/26/1988 Take Pride (1)-(4)  
08/09/1988 National Medal of Arts  
08/10/1988 Japanese Internment Bill Signing Ceremony  
09/13/1988 Hispanic Heritage  
09/14/1988 St. Louis Trip (1)-(4)  
09/20/1988 Jaycees  
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SERIES VIII: TAPINGS

Box 34

Generic Drug Tape Requests (1)(2)  
Generic Tape Message  
Footage Requests (1)(2)  
POTUS Audio Recording Yalta Statement 02/26/1985  
Generic Independence Day Tape Requests 1985  
POTUS Remarks on Hostages 06/30/1985  
POTUS Video Tape on Tax Reform  
Tappings Rejected [March 1985-January 1986] (1)-(6)  
Tappings Rejected II [July 1985-August 1986] (1)-(3)

Box 35

Tapings Rejected II [July 1985-August 1986] (4)-(6)  
Tapings Rejected II: National Association of Evangelicals  
Tapings Rejected II: Chinese Superbowl Transmission  
Tapings Rejected II: Coalition for Space Defense Initiative  
USIA / Responses to Satellite Coverage  
Requests for Tape Reuses  
Presidential Message Requests (1)(2)  
Bicentennial Message Requests  
Schedule Proposal Turn-downs and Tape Request Rejects (1)-(6)  
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Box 36  
United Way Taping 09/09/1988 POTUS and FLOTUS  
Lehigh University Tape Schedule Proposal  
Taping Log  
Chamber Foundation Television Spots  
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