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Policies and Procedures

Title: Documenting Official Congressional Conversations

Number: 125.3

Date: 5/20/85

Originating Office: Office of the Administrator
Legislative Staff

This Replaces: 125.3 Dated 4/4/79

Distribution: Headquarters, Areas, and Locations

This DIRECTIVE gives instructions for documentation of official Congressional conversations.

1. PURPOSE

Many official conversations between individuals in ARS and Members of Congress, their staffs, and personnel of the Library of Congress provide important information on Congressional interests to the Office of the Administrator. It is imperative that all ARS employees document Congressional conversations of an official nature to keep the Administrator, ARS, informed. This DIRECTIVE gives instructions for documentation.

2. FORMS

ARS-213, Report of Congressional Conversation
(Local reproduction)

3. DOCUMENTATION

As soon as possible after completing an official conversation, each ARS employee must prepare and distribute ARS-213 according to the instructions on the form.

ARTHUR H. NIES
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Administrative Management