

June 13, 2001

MEMORANDUM      William D. Travers  
TO:                Executive Director for Operations

FROM:             Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT:         STAFF REQUIREMENTS - COMSECY-01-0015 -CONTINUATION  
                     OF SENDING PAPER COPIES OF A SELECTED SET OF DOCUMENTS TO THE PUBLIC DOCUMENT  
                     ROOM

The Commission has approved the staff's recommendation to discontinue sending paper copies of most documents to the public document room except those documents from the Reproduction and Distribution Services Section, as described in COMSECY-01-0015. The staff should periodically verify that paper copies of documents can be readily produced from ADAMS.

cc: Chairman Meserve  
Commissioner Dicus  
Commissioner Diaz  
Commissioner McGaffigan  
Commissioner Merrifield  
OGC  
CFO  
OCA  
OIG  
PDR