

**ANNOUNCEMENT**  
Effective November 3, 1980

# U.S. COPYRIGHT OFFICE TO CEASE SENDING “FOLLOW-UP LETTERS”

Effective November 3, 1980, the U.S. Copyright Office will no longer send “follow-up letters” on examining correspondence. For many years, the Office offered applicants this service as a reminder that it was awaiting an answer to a question regarding a specific claim. Now, given budgetary and space limitations, it will no longer be possible to send these follow-up notices.

We will hold a file open for 120 days from the date that a letter is sent from this Office. No interim follow-up notices will be sent. If an answer is not received at the end of the 120-day period, the file will be closed, the fee refunded, and any published copies of the work or phonorecords will be transferred to the collections of the Library of Congress. Unpublished copies or phonorecords will be returned to the applicant.

**PLEASE NOTE:** Once the correspondence file is closed it is not possible to reopen the original file and retrieve the copies or phonorecords for registration purposes. If you wish to register the work you must file an entirely new submission with the Copyright Office consisting of a properly completed and signed application form, a fee payable to the Register of Copyrights, and a deposit, which is ordinarily: one complete copy (or phonorecord) if the work is unpublished or two complete copies (or phonorecords) of the best edition, if the work is published. Remember, these elements must be sent to us in the same envelope or package if they are to be considered for registration.

While we sincerely regret the necessity of curtailing our service in this manner, we are certain that you appreciate the pressures which force us to do so.

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