

June 13, 2001

MEMORANDUM TO: William D. Travers
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