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- Volume 1

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GENERAL FILE
Chronological File

OFFICE MEMORANDUM

DATE: January 12, 1988
TO: Ms. Sonia Ainsworth
FROM: Lauren Chester
EXTENSION: 33227
SUBJECT: Maintenance of PHN Technical Note Stock

For the record, the following was decided following lengthy discussion on January 12: the stock of individual Notes will be allowed to go down to 5 copies. When fewer than five are available, 25 copies of the Note shall be reprinted.

We shall review this procedure in mid-February to determine if it adequately meets demand for the Notes. This procedure is subject to any changes that occur in connection with the conversion to the PHR Discussion Paper Series.

LChester:lcj