



## FEDERAL ELECTION COMMISSION

1325 K STREET N.W.  
WASHINGTON, D.C. 20463

DIRECTIVE NO: 7

TITLE: PUBLIC RECORDS PROCEDURES FOR INFORMING THE PUBLIC OF  
SECTION 104.13 OF THE FEC REGULATIONS AND 2 USC 438(a)(4)

APPROVED: TALLY VOTE -- APRIL 25, 1978

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### A. FOR VISITORS

- Signs stating Restriction Notice posted throughout Public Records Office
- Public Records information page includes Restriction Notice
- Computer Index information page includes Restriction Notice
- Computer Index page includes Restriction Notice
- New FEC reporting forms include Restriction Notice
- Public Records receipt for funds includes Restriction Notice
- Contributor 77-78 Index includes Restriction Notice
- Contributor 77-78 microfilm reels include Restriction Notice
- If someone appears to be copying large quantities of contributor data, they are asked if they know of the restriction and are shown the sign, or Section 438(a)(4) of the Act, or the notice on the new forms. When in a crowded area, they are asked to step inside one of the other rooms and then told of the Restriction Notice.

### B. FOR LETTERS

- Include Public Records Information page with Restriction Notice
- Include computer printout with Restriction Notice
- Include computer printout information page with Restriction Notice.
- Include reports (if recent) with Restriction Notice.
- Include Restriction Notice in letter if they are only requesting contributor data.

### C. FOR PHONE CALLS

- The staff mentions the Restriction Notice and indicates on the phone order sheet "SR" for "Stated Restriction"
- If a caller mentions mailing lists, or solicitation of contributions, or commercial purpose, the staff mentions the Restriction again.

- D. If after following above one of the staff feels a problem may be developing the Assistant Staff Director for Disclosure is informed and he may then send a memo to the Staff Director.