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FEDERAL ELECTION COMMISSION

WASHINGTON, DC 20463

June 20, 1975

MEMO TO EDITORS AND CORRESPONDENTS

FROM: DAVID FISKE, Director of Press Relations, Federal Election Commission

The following is information to help you in your coverage of the Federal Election Commission.

Please let me know if you have any questions about the FEC activities or decisions, if you have any question about the campaign finance law under FEC jurisdiction, would like to set up an interview or any special coverage, or have any other question or inquiry.

TELEPHONES: PRESS OFFICE NUMBER: 382-4733

(Note: My Home Phone is 546-7531 (area code 202--Washington) for any inquiries during non-working hours)

OFFICE ADDRESS: 1325 K Street, N.W., Washington, D.C. 20463 (3rd floor--turn left off elevator)

MAILING LISTS: PLEASE LET ME KNOW THE NAMES OF ANY INDIVIDUALS FROM YOUR ORGANIZATION WHO SHOULD BE ON OUR MAILING LIST.

PRESS RELEASES: Press Releases will be available for pick-up in two places.
--National Press Club rack
--Federal Election Commission Press Office

Advisories of press release availability will be called in to the city wires for all press releases.

Whenever possible, releases will be mailed in advance. However, most releases will probably relate to Commission decisions or actions taken at their open meetings, which will be released immediately as described above.

COMMISSION MEETINGS: Commission meetings are open to the press and the general public. I will try to provide advance notification of meetings where particularly important items are on the agenda. In any case, call me if you need any information about Commission meetings, agenda items, the status of any item, etc. Currently, the Commission is meeting at 10:00 am, every Tuesday and Thursday.

PUBLIC RECORDS: Copies of all Federal campaign disclosure statements and reports are available for inspection and copying (10¢ per page) at the FEC Office of Public Records. There is a separate entrance (turn right off elevators) to the Records Office.

ADVISORY OPINIONS: Both requests for Advisory Opinions, and Advisory Opinions themselves will be made public. Releases will be prepared at both stages. There will be a 10-day period for public comment, following publication of the request, prior to issuance of an Advisory Opinion.