
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: RILEY
SUBJECT: SREB: METHOD OF CORRESPONDENCE
DATE 8/14/02
CC: FILE

Mark Musick has suggested the following two options for handling correspondence from you on behalf of SREB during your chairmanship:

SREB prepares correspondence on our letterhead: Mark reported that SREB has utilized this method with several of the past governors who have chaired SREB. We would send Mark a supply of our letterhead stationary and envelopes. Joyce, his assistant, would prepare the correspondence for your signature and then overnight the documents to us for you to sign.

OR

SREB emails us the correspondence for us to print: Joyce would prepare the text of the document and then email the document to me for me to print out for your signature.

Mark suggested that the first method has proven the easiest and most efficient, as Joyce is aware of deadlines, upcoming correspondence, etc. He said that you can be assured that the letters will be correct as far as grammar, format, etc.

Please circle the method that you would like to use. The first correspondence is approaching (next week), so we need to decide this. Thanks!