

THE WHITE HOUSE
WASHINGTON

April 19, 1978

OLC #78-1678

Executive Registry

78-1230

White House

MEMORANDUM FOR:

- The Secretary of State
- The Secretary of the Treasury
- The Secretary of Defense
- The Secretary of Commerce
- The Secretary of Energy
- The Administrator, Agency for International Development
- The Director, Arms Control and Disarmament Agency
- The Chairman, Joint Chiefs of Staff
- The Director of Central Intelligence

SUBJECT: Congressional Correspondence

The President is concerned about continuing delays in answering his Congressional mail forwarded by the NSC to your department or agency for substantive replies. As you know, the President has requested that all his letters be answered within seven days of receipt in the department. In addition, the NSC requires a copy of the answer for its records.

Please review your procedures for handling such Presidential mail to ensure that the seven day deadline henceforth is met. If you are not able to meet the deadline, I request that you notify Madeleine Albright of the NSC (456-2258).

Zbigniew Brzezinski

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