



## FEDERAL ELECTION COMMISSION

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

TO: COMMISSION STAFF

FROM: ORLANDO B. POTTER, *OBP*  
STAFF DIRECTOR

DATE: October 30, 1978

SUBJECT: PROMPT PROCESSING OF DISCLOSURE REPORTS

This is to remind all staff members that the Commission is required by law (2 U.S.C. Section 438(a)(4)) to make all disclosure reports available for public inspection and copying "as soon as practicable but not later than the end of the second day following the day during which (such reports) are received".

Occasionally, reports may be received through irregular channels. For example, these reports may be attached to other business directed to Divisions of the Commission which do not regularly receive and process reports, as in the case of a response to an audit inquiry or a MUR proceeding.

Staff members receiving such material should immediately take steps to make certain that the disclosure documents are properly entered into the reports processing cycle. In the event that the material received has been hand delivered it should be turned over to the mailroom for proper routing and delivery. In the event material has already been processed through the mail room, disclosure documents should be delivered directly to the Reports Processing Section of the Public Disclosure Division on the first floor.