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May 7, 2004

## **CLOSING OF THE FORMS ROOM AND RELOCATION OF FUNCTION**

Effective May 7, 2004, the Forms Room in the 12th St. lobby of the FCC was closed and the function relocated. Please direct future form requests to staff at the 12th St. package drop window adjacent to the guards' desk.

If you have any questions, please call Ms. Patricia Quartey, Performance Evaluation and Records Management, Office of the Managing Director, 418-0212.

Kathy Fagan Associate Managing Director, Performance Evaluation and Records Management