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ID # 018045

WHITE HOUSE CORRESPONDENCE TRACKING WORKSHEET

IV
*ack + thank
do not use
force
handwritten
do
applic.
involvement*
RECEIVED
DATE 8/13
TR

- O - OUTGOING
- H - INTERNAL
- I - INCOMING
Date Correspondence Received (YY/MM/DD) 81 04 09

Name of Correspondent: Paul J. Donato

MI Mail Report User Codes: (A) _____ (B) _____ (C) _____

Subject: open invitation to the President to visit Medford, Massachusetts. Get well wishes.

ROUTE TO:		ACTION		DISPOSITION		
Office/Agency	(Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/DD
<u>SC Rawls</u>		ORIGINATOR	<u>81 04 10</u> ^{lb}	<u>PN</u>	<u>A</u>	<u>81 04 21</u> ^{TR}
		Referral Note:				
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		Referral Note:				

- ACTION CODES:**
- A - Appropriate Action
 - C - Comments
 - D - Draft Response
 - F - Fact Sheet
 - I - Info Copy/No Action Necessary
 - R - Direct Reply w/Copy
 - S - For Signature
 - X - Interim Reply
- DISPOSITION CODES:**
- A - Answered
 - B - Non-Special Referral
 - C - Completed
 - S - Suspended
- FOR OUTGOING CORRESPONDENCE:**
- Type of Response = Initials of Signer
 - Code = "A"
 - Completion Date = Date of Outgoing

Comments: _____

Keep this worksheet attached to the original incoming letter.
 Send all routing updates to Central Reference (Room 75, OEOB).
 Always return completed correspondence record to Central Files.
 Refer questions about the correspondence tracking system to Central Reference, ext. 2590.

RECORDS MANAGEMENT ONLY

CLASSIFICATION SECTION

No. of Additional Correspondents: _____ Media: L Individual Codes: 2500 _____

Prime Subject Code: IV _____ Secondary Subject Codes: LG MEDFO PP 010.02
JL 003.01 _____
PR 003. _____

PRESIDENTIAL REPLY

Code	Date	Comment	Form
C	_____	Time: _____	P- _____
DSP	_____	Time: _____	Media: _____

SIGNATURE CODES:

CPn - Presidential Correspondence

- n - 0 - Unknown
- n - 1 - Ronald Wilson Reagan
- n - 2 - Ronald Reagan
- n - 3 - Ron
- n - 4 - Dutch
- n - 5 - Ron Reagan
- n - 6 - Ronald
- n - 7 - Ronnie

CLn - First Lady's Correspondence

- n - 1 - Nancy Reagan
- n - 2 - Nancy
- n - 3 -

CBn - Presidential & First Lady's Correspondence

- n - 1 - Ronald Reagan - Nancy Reagan
- n - 2 - Ron - Nancy

MEDIA CODES:

- B - Box/package
- C - Copy
- D - Official document
- G - Message
- H - Handcarried
- L - Letter
- M - Mailgram
- O - Memo
- P - Photo
- R - Report
- S - Sealed
- T - Telegram
- V - Telephone
- X - Miscellaneous
- Y - Study

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DATE
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April 21, 1981

Dear Mayor Donato:

The President has asked me to thank you for your kind invitation to visit Medford, Massachusetts.

Particular notation is being made of your invitation and, should an opportunity arise when the President could accept, I will be in touch with you. In the meantime, please know that the President appreciates your thoughtfulness and sends you his best wishes.

Sincerely,

Gregory J. Newell
Special Assistant
to the President

The Honorable Paul J. Donato
Mayor of Medford
Medford, MA 02155

GJN:MR:gjc
GJN-20



City of Medford
MASSACHUSETTS

April 2, 1981

REGRET
DATE 4/13
TR

PAUL J. DONATO
MAYOR

Scheduling

018045

President Ronald Regan
The White House
Washington, D. C.

Dear President Regan:

I am writing to express my deep regrets for the tragic incident that occurred on Monday, March 30, 1981.

We are all concerned about the violence that this country now seems to demonstrate and hopefully Congress and the President will address themselves to renewing convictions of making a better America.

On behalf of the citizens of Medford, may I wish you a speedy recovery and an open invitation to visit with us in our city when you are in the Boston area.

With best wishes,

Paul J. Donato
Mayor

PJD/fg