



INTER-OFFICE MEMO

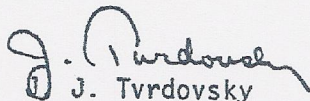
TO: Bill Brock
FROM: J. J. Tvrdivsky
SUBJECT: Personnel Files

LOCATION: Westmoreland
LOCATION: Westmoreland
DATE: July 19, 1979

In reply to your memo dated July 18, 1979, if you will contact Linda Lafferty, Supervisor of Salary Personnel, your Personnel File will be made available to you.

You may review and make notes from the material in your file, however, your request to initial and copy every item in the file is denied.

The records will be available to you during regular business hours but they may not be removed from the Salary Personnel Office.


J. J. Tvrdivsky
General Administrator, Personnel

JJT/1f

cc: A. J. Schell
Linda Lafferty
Brad Young