

OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management

MEMORANDUM 90-75

October 4, 1990

TO: All Regional Directors, Officers-in-Charge  
and Resident Officers

FROM: Joseph E. DeSio, Associate General Counsel

SUBJECT: Agency Practices and Procedures

We are currently reviewing Agency practices and procedures in disseminating Agency publications to the public. This review is being undertaken to assist us in assessing future budget allocations for Agency publications.

Please return the completed, attached questionnaire to your Assistant General Counsel by October 19, 1990. For your information we have also attached copies of the English version of each of these pamphlets.

J.E.D.

Attachments

MEMORANDUM OM 90-75

QUESTIONNAIRE ON DISSEMINATION OF AGENCY PUBLICATIONS

1. A Guide to the Basic Law and Procedures Under the National Labor Relations Act (English):

Disregarding recent short supplies, approximately how many copies of this publication do you distribute annually? \_\_\_\_\_

How many of these are distributed in response to written or telephone requests? \_\_\_\_\_ are made available in your reception or other public area? \_\_\_\_\_ are handed out at meetings, conferences, etc.? \_\_\_\_\_ other? \_\_\_\_\_  
Please specify: \_\_\_\_\_

\_\_\_\_\_

If you place a limitation on the number of copies you provide, what is that limit to an individual \_\_\_\_\_? to an organization \_\_\_\_\_? No limitation \_\_\_\_\_

If there were no limitation on the number of copies of this publication you could receive, what is the amount you estimate you would require in FY 91? \_\_\_\_\_

Do you refer any individuals or organizations to the Superintendent of Documents to purchase this publication? \_\_\_\_\_ If yes, under what circumstances? \_\_\_\_\_

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2. A Guide to Basic Law and Procedures Under the National Labor Relations Act (Spanish):

Disregarding recent short supplies, approximately how many copies of this publication do you distribute annually? \_\_\_\_\_

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3. The NLRB, What It Is, What It Does (English):

Disregarding recent short supplies, approximately how many copies of this publication do you distribute annually? \_\_\_\_

How many of these are distributed in response to written or telephone requests? \_\_\_\_ are made available in your reception or other public area? \_\_\_\_ are handed out at meetings, conferences, etc.? \_\_\_\_ other? \_\_\_\_  
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4. The NLRB, What It Is, What It Does (Spanish):

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5. Your Government Conducts an Election (English):

Disregarding recent short supplies, approximately how many copies of this publication do you distribute annually? \_\_\_\_\_

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7. The National Labor Relations Board and You-Unfair Labor Practices (English):

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9. The National Labor Relations Board and You-Representation Cases (English):

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