



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20555

JAN 4 1980

MEMORANDUM FOR: State Programs,  
Emergency Preparedness Staff

FROM: Harold E. Collins, Assistant Director  
for Emergency Preparedness  
Office of State Programs

SUBJECT: CORRESPONDENCE AND FILES

Anticipating the impending move to FEMA headquarters, please make every effort to:

1. Clear all pending "green ticket" and other correspondence by forwarding draft replies to Shirley Welch for processing.
2. Clear all "information" type papers in routing back to Shirley Welch for filing.
3. Return any "Shelf file" publications or documents to file room for packing.

A handwritten signature in black ink, appearing to read "H. E. Collins".

Harold E. Collins  
Assistant Director  
for Emergency Preparedness  
Office of State Programs

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