



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

DEC 16 1994

David Roth, Treasurer  
Health Care and Retirement  
Corporation (HCR) Employees  
Good Citizenship Fund  
One Seagate  
Toledo, OH 43604

Identification Number: C00260141

Reference: November Monthly Report (10/1/94-10/31/94)

Dear Roth:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-For future reporting, please be advised that only contributions to federal candidates and political committees should be itemized on a separate Schedule B supporting Line 23 of the Detailed Summary Page. Contributions to non-federal candidates and committees should be itemized on Schedule B supporting Line 29.

-It has come to the attention of the Federal Election Commission that the reports you have filed during the current election cycle do not reflect the appropriate coverage dates. Please be advised of the filing dates and coverage periods for the remainder of the 1993-1994 election cycle.

Report Type	Coverage Dates	Due Date
12 Day Pre-General	10/1/94-10/19/94	October 27, 1994
30 Day Post-General	10/20/94-11/28/94	December 8, 1994
Year End	11/29/94-12/31/94	January 31, 1995

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel

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free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Neil Evans  
Reports Analyst  
Reports Analysis Division

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