FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

FEB 2 1996

John D. Lavelle, Treasurer
Keycorp Political Action Committee
(FKA: Society Corporation PAC)
127 Public Square, 7th Floor
Cleveland, OH 44114

Identification Number: C00073155

Reference: October Quarterly Report (7/1/95-9/30/95)

Dear Mr. Lavelle:

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:

-Your report includes computer produced formats of Schedule A. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR $104.2(d)

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

Debbie Manzano

Debbie Manzano
Reports Analyst
Reports Analysis Division

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