



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

MAR - 3 1999

John Hoff, Treasurer
Owens - Illinois Inc. Employees
Good Citizens Fund One Seagate
Toledo, OH 43666

Identification Number: C00034330

Reference: 30 Day Post-General Report (10/1/98-11/23/98)

Dear Mr. Hoff:

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:

-Please provide a Schedule C or D, as appropriate, to support the entry of \$10,000.00 reported on Line 10 of the Summary Page. Loans and debts must be continuously reported until they are either repaid or settled. 11 CFR §104.3(d).

-The supporting schedule for loans and lines of credit from lending institutions (Schedule C-1) must include the name and address of the lender, amount, interest rate, date incurred, date due, the treasurer's signature, and the signature of an authorized representative of the lending institution, along with a copy of the loan agreement. In addition, it may be necessary to provide information regarding restructured loans, draws on lines of credit, secondary sources of repayment, traditional collateral, future receipts as collateral and other means of obtaining loans according to your activity. Please amend Schedule C-1 and any other affected schedules to include a copy of the loan agreement. 11 CFR §§100.7(b)(11) and 100.8(b)(12)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days

of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "A. L. Kitchen". The signature is written in black ink and has a long, sweeping horizontal line extending to the right.

Antoinette Kitchen
Reports Analyst
Reports Analysis Division

