



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

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

JUN 18 1999

Identification Number: C00260141

Reference: September Monthly Report (8/1/98-8/31/98), October Monthly Report
(9/1/98-9/30/98) 12 Day Pre-General Report (10/1/98-10/14/98)

Dear Mr. 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.

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) 694-1130.

Sincerely,

Dominick Ciaraldi
Reports Analyst
Reports Analysis Division

