



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

December 5, 2002

Jane Mattoon, Treasurer
Keep Our Majority PAC
P.O. Box 20209
Alexandria, VA 22320

Identification Number: C00307405

Reference: September Monthly Report (8/1/02-8/31/02)

Dear Ms. Mattoon:

On November 13, 2002, you were notified that a review of the above-referenced report(s) raised questions as to specific contributions and/or expenditures, and the reporting of certain information required by the Federal Election Campaign Act.

Your November 25, 2002 response is incomplete because you have not provided all the requested information. For this response to be considered adequate, the following information is still required.

You indicate in your response that John McGovern performs "PAC Administration and Fundraising services" for the committee. While "Fundraising" is an acceptable purpose, "PAC admin" is not. Please amend your report with a more thorough description of the administrative services provided.

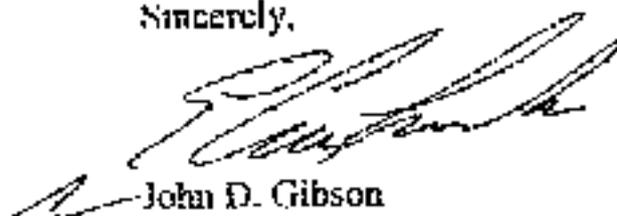
An adequate response must be received at the Commission by December 25, 2002. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any

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questions related to this matter, please contact Brandy Phillips on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,



John D. Gibson
Assistant Staff Director
Reports Analysis Division

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