



- 3) On a quarterly basis, a third request is made, directed only to those contributors of more than \$200 in a calendar year who did not respond to the first two requests.

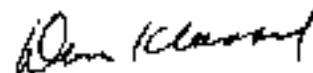
Information so obtained is filed in the Committee's contribution data base.

For those contributors who do not respond, the committee supplies to the Commission all information in its possession from other sources: For example, when the contributor is an officer or a board member of the sponsoring organization (Planned Parenthood Action Fund, Inc.) or a related organization, the information is supplied. The sponsoring corporation, however, does not routinely obtain this information from those of its members who do not contribute to the Committee.

The Committee has used this method of obtaining FEC-required information since the Committee's inception and will continue to do so in the next election cycle.

I hope this satisfies your previous inquiries regarding the above-referenced FEC reports and any concerns regarding future reports.

Yours sincerely,



Dara Klassei  
Assistant Secretary  
Planned Parenthood Action Fund

MAR-01-1999 MON 11:33 AM Planned Parenthood

FAX NO. 202 293 4349

P. 02/



## FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-3

February 25, 1999

Rachel Lyons, Treasurer  
Planned Parenthood Action Fund Inc.  
PAC (Planned Parenthood Federal PAC)  
1120 Connecticut Avenue #461 NW  
Washington, DC 20036

Identification Number: C00314617

Reference: 12 Day Pre-General (10/1/98-10/14/98) and 30 Day Post-General (10/15/98-11/23/98) Reports

Dear Ms. Lyons:

This letter is to inform you that as of February 24, 1999, the Commission has not received your response to our request for additional information, dated February 3, 1999. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

The Commission is in receipt of your Year End Report dated January 31, 1999; however, it does not address the issues in our letter. If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Matthew Petusky on our toll-free number (800) 424-9530 or our local number (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "John D. Gibson".

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosure

MAR-01-1999 MON 11:34 AM Planned Parenthood

FAX NO. 202 293 4349

P. 03/



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

FEB 9 1999

Rachel Lyons, Treasurer  
Planned Parenthood Action Fund Inc.  
PAC (Planned Parenthood Federal PAC)  
1120 Connecticut Avenue #461 NW  
Washington, DC 20036

Identification Number: C00314617

Reference: 12 Day Pre-General (10/1/98-10/14/98) & 30 Day Post-General  
(10/15/98-11/23/98) Reports

Dear Ms. Lyons:

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:

-You must attempt to obtain the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information. It is also in the best interests of the committee to provide a copy of its solicitation. In order to establish "best efforts", the committee must demonstrate that it makes at least one request for the information after the contribution is received. This one request must be made for any solicited or unsolicited contribution that, in the aggregate, exceeds the \$200 threshold and lacks the necessary information.

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that, in the aggregate, exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make a written or oral request for the information. Please note that a written request may not include an additional solicitation

or material on any other subject, other than thanking the contributor for the donation, and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle.

If a committee receives contributor information after the contributions have been reported, the committee shall either a) file with its next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before its next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.3(a)(4)(i) and 11 CFR § 104.7)

-Your report includes a computerized format(s) of Schedules A and B which has not been approved. FEC records indicate that your committee requested approval of this format(s) previously, and that your request was denied on 10/7/98 and 10/8/98 respectively. Until a format has been approved, FEC forms must be used. 11 CFR §104.2(d)

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,



Matthew J. Petusky  
Reports Analyst  
Reports Analysis Division

Federal Election Commission

**ENVELOPE REPLACEMENT PAGE  
FOR INCOMING DOCUMENTS**

The Commission has added this page to the end of this filing to indicate how it was received.

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<input type="checkbox"/> Other ( Specify):	Postmarked _____ and/or Date of Receipt
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<i>Jm 13</i> PREPARER	<i>3-22-99</i> DATE PREPARED