



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

HQ-3

February 22, 1996

James M. Ratcliffe, Treasurer
RR Donnelley & Sons Company
Political Action Committee
77 West Wacker Drive
Chicago, IL 60601

Identification Number: C00033977

Reference: November Monthly (10/1/95-10/31/95) and December Monthly (11/1/95-11/30/95) Reports

Dear Mr. Ratcliffe:

This letter is to inform you that as of February 21, 1996, the Commission has not received your response to our requests for additional information dated January 31, 1996. These notices request 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 these requests (copies enclosed).

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 Donald Averett on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

James M. Ratcliffe, Treasurer
RR Donnelley & Sons Company
Political Action Committee
77 West Wacker Drive
Chicago, IL 60601

JAN 31 1996

Identification Number: C00033977

Reference: November Monthly Report (10/1/95-10/31/95)

Dear Mr. Ratcliffe:

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:

-Line 6(a) of the Summary Page represents the total cash-on-hand as of January 1, 1995. This figure should be the same on all the reports covering the calendar year. Please amend your report to clarify the change made in Line 6(a).

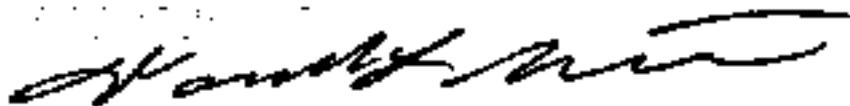
-The beginning cash balance of this report should equal the ending balance of your 1995 October Monthly Report. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

-The totals listed on Line 6(c), Column B of the Summary Page and Lines 11(a)(i), 11(a)(ii), 11(a)(iii), 19 and 20, Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

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) 219-3580.

Sincerely,



Donald L. Averett
Senior Reports Analyst
Reports Analysis Division

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