

With regard to the Requests for Information received for March-October, 2008 monthly reports filed with the Federal Election Commission (FEC) (covering the period February-September, 2008), had the identification of a contributor been truly missing, the RR Donnelley Good Government Fund (RRD/GGF) would have taken the following steps to establish and demonstrate best efforts in obtaining the missing information per FEC guidelines:

Within 30 days of receipt of the contribution, the RRD/GGF would send the individual a letter thanking them for their contribution with no hint of solicitation along with a pre-addressed return envelope and reminding them, in clear and conspicuous manner, of Federal disclosure requirements as follows:

A separate stand-alone paragraph would include a request for the missing identification information, with a bulleted point clearly stating that Federal Law [11CFR 104.7(b)(1)] requires the reporting of a contributor's full name, mailing address, occupation and name of employer for contributions in excess of \$200 per calendar year.

Should no response be received to the first request yet still within 30 days of receipt of the contribution, pursuant to 11CFR 104.7(b)(2), the GGF would send a written followup, again with no request for contribution and including a pre-addressed return envelope, clearly asking again for the missing information stating:

To comply with Federal law [11CFR 104.7(b)(1)], the GGF must use its best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed \$200 in a calendar year.

If still no response from the contributor and the information can be obtained from previous contributor records in its possession, provided the contribution has been disclosed on a previously filed report, pursuant to 11CFR 104.7(b)(4), the GGF would either:

- (a) submit on its next regularly scheduled report, an amended memo Schedule A including the missing identification information and referencing the previous report to which the memo relates; or
- (b) file an amended report including the missing identification information.