



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-3

June 26, 1997

Marvin E. Jackson, Treasurer
McGuire, Woods, Battle & Boothe
Federal Political Action Committee
One James Center
Richmond, VA 23219

Identification Number: C00225342

Reference: July Quarterly (4/1/96-6/30/96), October Quarterly (7/1/96-9/30/96), 12 Day Pre-General (10/1/96-10/16/96), 30 Day Post-General (10/17/96-11/25/96) and Year End (11/26/96-12/31/96) Reports

Dear Mr. Jackson:

This letter is to inform you that as of June 25, 1997, the Commission has not received your response to our request for additional information, dated June 4, 1997. 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).

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

Sincerely,

A handwritten signature in cursive script, appearing to read "John D. Gibson".

John D. Gibson
Assistant Staff Director
Reports Analysis Division

Enclosure



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

DEC 4 1997

Marvin E. Jackson, Treasurer
McGuire, Woods, Battle &
Boothe Federal Political
Action Committee
One James Center
Richmond, VA 23219

Identification Number: C00225342

Reference: July Quarterly (4/1/96-6/30/96), October Quarterly (7/1/96-9/30/96), 32
Day Pre-General (10/1/96-10/16/96), 30 Day Post-General (10/17/96-
11/25/96) and Year End (11/26/96-12/31/96) Reports

Dear Mr. Jackson:

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:

-Please provide a Schedule A to support the entry disclosed on Line 11(a)(i) of the Detailed Summary Page. All contributions from individuals/persons other than political committees aggregating in excess of \$200 per year must be itemized on Schedule A. 11 CFR §104.3(a)(2)

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,

Kenneth A. Davis, Jr.
Reports Analyst
Reports Analysis Division

