



October 7, 1994

Memorandum

To: Council Members

From: Victor Trilling
Chief, Division of Printing and Publications

Subject: Establishment of the Department of the Interior Publishing Council

Congratulations! I am pleased to announce that the Department of the Interior Publishing Council has been established. We have all worked long and hard to make the envisioned Council a reality. The attached Charter and Memorandum from the Assistant Secretary – Policy, Management and Budget (PMB) formally established the Council on October 5, 1994.

The first Council meeting will be scheduled via videoconferencing, for sometime during the last week of October. As its first order of business, the Council will elect a Council Leader and then determine an agenda. I will attend the meeting to assist with start-up operations. In the future, Roy Francis will represent the Division of Printing and Publications.

Though challenges lie ahead, I am confident that the Council has the capability to progress and enhance the printing and publishing program of the Department. If you have any questions, please contact me on 202-208-6748

2 Attachments

cc: Assistant Secretary – PMB
Director of Operations
Director, Office of Communications
Director of Administrative Services