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Sample

For Archives

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May 15, 1998

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Paula Tejeda
St. Thomas University Law Library
16400 N.W. 32 Avenue
Miami, FL 33054

Re: SEAALL Archives

Dear Paula:

In keeping with the guidelines for Secretary, I am forwarding to you minutes from SEAALL Executive Board and General Business Meetings held in 1997 and 1998 to date. This includes meetings held in Tallahassee, FL, Baltimore, MD, and New Orleans, LA. Please place these in the Chapter Archives.

Thank you very much. Call if you have any questions.

Sincerely,

Constance M. Matzen
Director of Library Services

Encl.