

DIRECTIVE FOR THE OFFICE OF CONGRESSMAN STEVE BUYER:

Regarding all casework documentation (electronic / hard copy information)

Our records indicate that we have an open case for you regarding a federal agency or department. As you may know, these cases may take days to resolve, weeks, months or years. Because I will retire at the end of the current term, I request you inform me what action you would like me to take regarding only the information I may have in your casework file in my office. Please know that if your file has been opened, it will continue to be worked on by the federal agency regardless of what you direct me to do with your case (file). The purpose of this "Directive" is to inform me what you would like to have done with your file in my possession only. I request Congressman Buyer to do one of the following with my case file from the list below:

1. _____ Close my "congressional file" and destroy all documents and materials.
2. _____ Refer my "open congressional file and all materials," including sensitive information to your successor in the 4th Congressional District.
3. _____ Return my open file to me to forward to another elected member of the U.S House or U.S. Senate.

Please print the following:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

Signature _____ Date _____