

September 15, 1992

TO: Paul Baker, Reclamation Biologist
Priscilla Burton, Reclamation Soils Specialist
Luci Malin, Senior Reclamation Specialist
Mark Mesch, Reclamation Specialist
Henry Sauer, Senior Reclamation Soils Specialist

FROM: Susan M. White, Senior Reclamation Biologist *SMW*

RE: Journal of Range Management and Great Basin Naturalist

When was the last time you saw one of these above referenced journals or how many are sitting on your desk? I am proposing a new policy as follows:

- 1) The journal is received and immediately placed in the library.
- 2) Read the journal in the library or check it out and read it at your desk.
- 3) Return the journal to the library the same day it is removed.

Please let me know what you think. Otherwise, please place all journals, which are in your office, in the library by Monday, September 21, 1992.

jbe

cc: Pamela Grubaugh-Littig
JOURAREY.MEM