

From: Bowman, Randal
To: [Micah Chambers](#); [Timothy Williams](#)
Cc: [Kaster, Amanda](#)
Subject: Draft response guide and form letters for Monument Review
Date: Monday, May 15, 2017 10:07:49 AM
Attachments: [DRAFT Guidance on Response to contacts on Monument Review DRAFT.docx](#)

Attached for your review are draft form letters for MC and Governor letters, and general guidance on how to deal with a variety of incoming messages. Would appreciate your review.

I believe that as a matter of protocol, letters from MCs and Governors on something the Secretary is directly leading should receive a response from him, generally sigmacked (sp?).

Exec Sec says that once the form letters are surnamed in advance, those that don't need an individualized response can be signed once you assign the appropriate version and add any personalized touch, without going through any other review. There will undoubtedly be some that still need individual replies, but this should greatly lessen the workload on everyone.

This has informal SOL OK

[illegible]

ATTACHMENT 1

DRAFT Form response on Monument Review for Members of Congress DRAFT

All versions to be surnamed in advance for robosigning with Secretary's signature

(b) (5) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ATTACHMENT 2

DRAFT Form response on Monument Review for Governors DRAFT

All versions to be surnamed in advance for robosigning with Secretary's signature

(b) (5)

[Redacted text block containing approximately 10 lines of blacked-out content]

ATTACHMENT 3

DRAFT Form response on Monument Review for letters or email to political appointees DRAFT

(b) (5) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]