

EXECUTIVE OFFICE



INTER-COMMUNICATION

From: Lewis B. Kaden
Special Counsel to the Governor

To: All Assistant Counsel.....
(Institution or Department)
Tom Cochran, Special Assistant
.....

Date: August 2, 1974

As I have indicated before, I believe it is important for each of you to follow the Governor's schedule and anticipate his need for more extensive briefing material than is provided on the cards he receives from Liz Cohen. Whenever he meets with citizens, public officials, legislators or state government officials on a substantive issue, we should give him at least 24 hours in advance of the meeting, sufficient material for him to participate knowledgeably in the discussion. I hope you will do this without the necessity of particular reminders for each event.

L.B.K.

cc: Gov. Brendan Byrne