

CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

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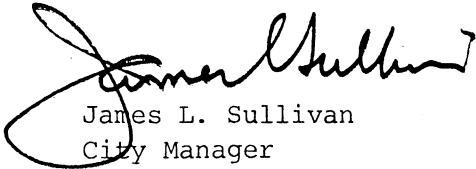
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

December 20, 1976

TO ALL DEPARTMENT HEADS AND AGENCIES

Effective this week all material to be submitted on the City Manager's Agenda for Council action must be in the City Manager's Office no later than Tuesday, at Noon, in order to allow review by the City Manager and submittal to the City Council on Thursdays rather than on Fridays, as requested by the City Council.

Very truly yours,



James L. Sullivan
City Manager

JLS/b

Comm. from the City Clerk transmitting one
from James L. Sullivan, City Manager, re:
to the material submitted for the City
Manager's Agenda for Council action.

In City Council,
December 27, 1976

12/27/76

Placed on File -