CLAIMING OF TAPES SUBMITTED FOR REVIEW

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It has come to our attention that the Board is in possession of a lot of taped materials which have been reviewed by the Board but remain unclaimed by its owners. Owners of these unclaimed tapes are urged to retrieve these tapes immediately. Please claim them on or before September 15, 1995. Tapes remaining unclaimed thereafter shall be disposed of since the Board does not have facilities to safeguard such materials indefinitely.

Also please be informed that effective immediately, tapes submitted to the Board for review should be claimed within two (2) weeks after its review. The Board will likewise dispose of such material after the 2 weeks deadline.

Please be guided accordingly.

Adopted: 29 Aug. 1995

(SGD.) ATTY. HENRIETTA S. MENDEZ
Chairman

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