

Model Cities

November 18, 1969

MEMORANDUM

To: Johnny Johnson
From: Dan Sweat
Subject: Personnel Department Forms

The Personnel Department has advised that they will require the Mayor's signature on all personnel requisitions, probation reports, etc. that fall within the Model Cities Program. It would be appreciated, therefore, if hereafter you would initial or otherwise indicate your approval or disapproval on these forms and then forward to this office for the Mayor's signature.

DS:ja