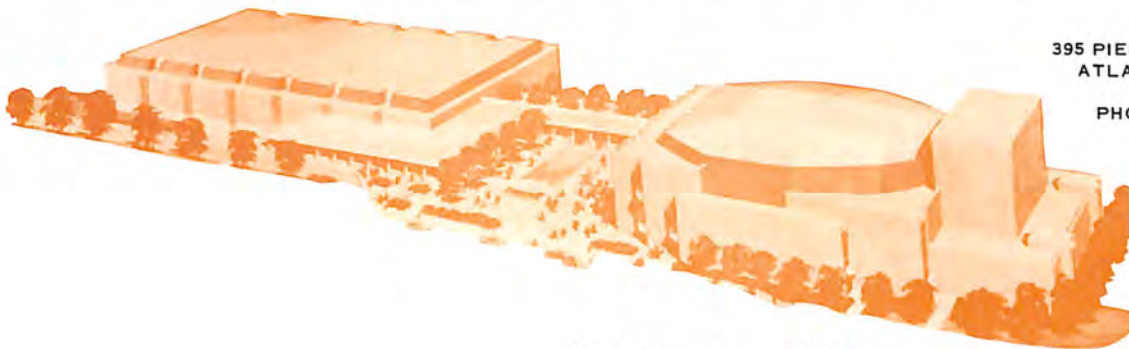


ATLANTA CIVIC CENTER

ROY O. ELROD
DIRECTOR

395 PIEDMONT AVE., N.E.
ATLANTA, GEORGIA
30312
PHONE: 523-6275



October 15, 1969

joey n

Mr. Dan E. Sweat, Jr.
Chief Administrative Officer
City Hall
Atlanta, Georgia

Dear Dan:

Pursuant to your letter of October 13, and memorandum from Mr. Millwood, this is to advise that proper steps are being taken to improve security at the Urban Corps Offices.

I regret the thefts very much and hope that this sort of thing will not happen again. Mr. Millwood has a master key to his office doors and to the outside entrance door. He has been requested to lock all doors, including the outside door, when he leaves. I find that the outside door has been left open several times. At present, no one has keys except the night watchman, Auditorium Foremen, and Mr. Millwood. With only these keys out, and all doors locked, perhaps the problem will be solved.

Please advise Mr. Millwood to contact me if he has further difficulties.

Sincerely yours,

Roy O. Elrod
Director

ROE/mf

cc: Elip Spence