

July 14, 1965

Hon. Manuel F. Cohen
Chairman
Securities and Exchange Commission
Washington, D. C. 20549

Dear Manny:

In our discussion the other day I mentioned that we had in preparation a Handbook for Directors of companies listed on the New York Stock Exchange, three copies of which are enclosed.

As you will appreciate, it is only in draft form and a number of changes will have to be made, including the excerpts from Corporate Directorship Practices published by the National Industrial Conference Board and the American Society of Corporate Secretaries in view of decisions which have occurred since it was originally written. Their Counsel has been away but on his return, which we believe will be within the next week, he will rewrite it to conform with current decisions.

Under the circumstances, you will understand the necessity of treating it as confidential. It will probably be another two or three weeks before additional revisions will be made.

Sincerely yours,

G. Keith Funston
President

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Enclosures