

University of Kansas
Lawrence

Office of
The Chancellor

February 20, 1939

TO DEANS AND DIRECTORS OF DIVISIONS:

We are now making plans for the annual departmental budget conferences. In order to avoid conflicts with previous engagements of departmental heads, we should have on file a list of dates between March 1 and April 15 that you will not be free for conference.

Will you kindly send this to the Chancellor's Office at your early convenience?

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary.

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