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Treasury Chambers, Parliament Street, SW1P 3AG
01-270 3000

4 March 1987

Sarah Straight
Private Secretary to the
Secretary of State for Transport

Dear Sarah,

**BUDGET DAY PRESS NOTICES**

As you will be aware, the Chancellor will be making his Budget Statement on Tuesday 17 March. In handling press notices, we propose to follow the arrangements of previous years under which all press notices, including those issued by Departments other than the Chancellor's, are collated by the Treasury and issued both to the press and the House.

Your Department and others will no doubt already be considering what press notices you wish to issue on Budget Day. I would be grateful to know your intentions by close on Monday 9 March and the subject matter of any notices which you will be producing. It would also be helpful if you could let Doug Walters here (270-5179) have by then a contact point (name and telephone number) for any subsequent enquiry on each. All press notices should, of course, be cleared in draft with the appropriate division in the Treasury as early as possible.

As you will appreciate, the Treasury will be photocopying and collating a large volume of material over the weekend before the Budget. As a consequence, I am afraid that we must ask for copies of press notices to be sent to us by no later than midday on Friday 13 March and preferably beforehand. We will require 1730 copies in all. These should be sent to our Committee Section split within the package into three sets numbering 1150, 460 and 120 copies respectively. If you are issuing more than one press notice, it would ease our handling problems considerably if they could be packaged separately.

I am sending a copy of this letter to the Private Secretaries of all other Cabinet Ministers, David Norgrove (No.10), Trevor Woolley (Cabinet Office) and all Chief Press Officers.

Yours,
Cathy

CATHY RYDING
Assistant Private Secretary