

MEMORANDUM

DATE: February 16, 2005
TO: Randall W. Jibson
FROM: Amanda Hill, Central Publications Group (303-236-5589, MS 902)
SUBJECT: Open-file report

The enclosed open-file report received Director's approval on 02/16/2005 and its open-file number is **Open-File Report 2005-1067**. **All open-file reports must be released online, as map-on-demand, or on CD-ROM**. Paper copies of open-file reports are optional and will not be distributed until the report is online.

Section 508 - The Rehabilitation Act of 1973, Amendments of 1998, Section 508, requires that electronic and information technology developed, procured, maintained, or used by the Federal Government be accessible to people with disabilities. *All reports released or modified electronically must comply with Section 508 (please refer to: <http://internal.usgs.gov:8888/ops/IRM/section508/>)* If you need help complying with Section 508, please contact **Carol Quesenberry** at 303-236-3123 or by email at cqberry@usgs.gov.

Online release - No hard copy is required for Open File Reports Section (OFRS) or depositories. Please contact **Tracy Pinto** to make arrangements to put the electronic file (*after it is Section 508 compliant*) onto the publications server. Tracy's phone number is 236-4845; her email address is tpinto@usgs.gov.

CD-ROM release - Send me **50** copies for OFRS (or make arrangements to have them sent directly to OFRS) plus **6** copies for distribution to depositories. It is also necessary to place a bar code on the jewel case liner. **I will request the ISBN for the bar code when you notify me that the report will be a CD-ROM**. You may want to contact Jim Hoffman at 303-236-2490 or by email at jhoffman@usgs.gov, regarding reproducing the CD's, labels, and liners and adding the bar code to the liner.

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