

# VANDERBILT UNIVERSITY



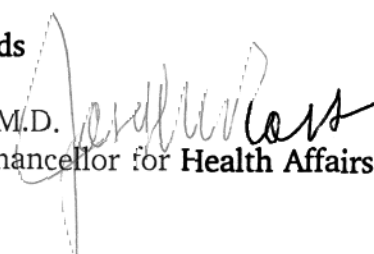
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## MEMORANDUM

TO: Clinical Chiefs  
Department Heads

FROM: Joseph C. Ross, M.D.   
Associate Vice Chancellor for Health Affairs

DATE: June 16, 1993

SUBJECT: Chain Letters

Recently, a number of complaints have been made to Police and Security and to the Medical Center Post Office concerning chain letters which have been circulating in the campus mail. These are clearly an abuse of the campus mail system.

All staff should be aware that the campus mail is provided for the conduct of Vanderbilt business only and should not be used for personal items of any kind. Large non-approved mailings, such as chain letters, represent a particularly unacceptable drain on our resources at a time when we are striving to increase our efficiency at all levels.

Police and Security continues to investigate this matter. Please join with us in removing this nuisance from our daily mail. Thank you.

JCR:sb