

Corresp.



UNIVERSITY OF MINNESOTA  
TWIN CITIES

Laboratory of Physiological Hygiene  
School of Public Health  
Stadium Gate 27  
611 Beacon Street S.E.  
Minneapolis, Minnesota 55455

July 30, 1980

CONFIDENTIAL

TO: Maury Mittelmark  
FROM: Henry Blackburn  
SUBJECT: Laboratory Responsibilities

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Dear Maury:

I would be grateful if you would assume full responsibility as Deputy for Administration beginning this date. I believe most of the duties are sufficiently clear between us, but we will continue to discuss them.

An additional duty is to assume direction, until further discussion, of all MCPP recruitment, including Deputy Data Center Director. Of course, consult with the principal collaborator in all moves, but please move vigorously in this area and review potential applicants for the Data Center Director and the Scientific Administrator.

In my absence, keep Dr. Taylor both informed and seek his advice daily.

Whether I am present or absent, I would like you to contact me personally daily, unless I indicate I am unavailable.

I also need you to touch base daily with Dr. Luepker, Dr. Jacobs, Dennis Countryman, Dr. Kline, Gretchen and, obviously, your secretary, who should keep Kathy Ring informed.

Please provide me, Pat and Kathy Ring with details of your schedule, travel and availability through September 6. I need this by Friday, August 1,

HB:kr