

# Memo

**To:** Joe Nye

**From:** Melody Braswell

**Date:** March 30, 2017

**Re:** Respectfully request a non-substantive change for the United States Marshall Service – Publishing & Multimedia Services.

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Please refer to the component justification below regarding the non-substantive change for Information Collection Request 201703-1105-001.

“Justification: The address needed to be changed on the USM-522P because our warehouse moved last year (like I said, I forgot to update it when we renewed this collection in November). Then this past December our HQ building moved and this forced the phone numbers and fax numbers to change.”