

University of Texas MD Anderson Cancer Center

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1976

### 10.01 Association of American Cancer Institutes (AACI) General, 1976

Office of the President

*The University of Texas MD Anderson Cancer Center*

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Generah

10.1

1976

## THE UNIVERSITY OF TEXAS SYSTEM CANCER CENTER

## REQUEST FOR PRINTING

10.1

FAILURE TO FILL OUT COMPLETELY MAY DELAY YOUR WORK.

DATE 7-2-76	INSTITUTION M.D.	BUILDING Fru. 333A	ROOM 846	EXTENSION NO. 300
DEPARTMENT OR GRANT TO BE CHARGED Office of the President				ACCOUNT NO.
NO. COPIES 150	NAME OF FORM Letter to AACI Members for Meeting - January 9-11, 1977			NOTE: Please attach sample copy.
PERSON PLACING ORDER JoAnne Hale			APPROVED - DEPARTMENT HEAD	

COMPOSITION INSTRUCTIONS	PRINTING INSTRUCTIONS	BINDERY INSTRUCTIONS
PSF NO. _____  <input type="checkbox"/> NEW FORM <input type="checkbox"/> OLD FORM <input type="checkbox"/> REVISION OF OLD FORM <input type="checkbox"/> REPLACING OLD FORM <input type="checkbox"/> TO BE PERMANENT FORM <input type="checkbox"/> SUBMIT PROOF	COLOR INK: <u>Black</u>  COLOR STOCK: <u>White</u>  TYPE: <input type="checkbox"/> BOND <input checked="" type="checkbox"/> OUT BOND <input type="checkbox"/> BOOK <input type="checkbox"/> CARBONLESS <input type="checkbox"/> ENVELOPE <input type="checkbox"/> COVER <input type="checkbox"/> INDEX <input checked="" type="checkbox"/> OTHER <u>1st page on Letterhead</u>  FINISHED SIZE: <u>8 1/2</u> "W x <u>11</u> "L.  PRINT: <input checked="" type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDES  <input type="checkbox"/> STOCK FURNISHED BY DEPT.	<input type="checkbox"/> COLLATE <input checked="" type="checkbox"/> STAPLE <input type="checkbox"/> FOLD <input type="checkbox"/> PERFORATE <input type="checkbox"/> SCORE <input type="checkbox"/> ROUND CORNER <input type="checkbox"/> DRILL (____ HOLES) <input type="checkbox"/> PAD (____ TO A PAD/SET) <input type="checkbox"/> BIND: <input type="checkbox"/> PLASTIC <input type="checkbox"/> PERFECT <input type="checkbox"/> SIGNATURE

## SPECIAL INSTRUCTIONS

PRINT SHOP	DISTRIBUTION
<u>Please use letterhead that has</u> <u>Dr. Clark's name on it (sample attached)</u>  DELIVERY REQUIRED BY <u>Noon - Dec. 3 if possible</u> NOTE: Do Not Use - Rush or as Soon as Possible State TIME and DATE Delivery Required	

## FOR PRINT SHOP USE ONLY

NOTE	REQUEST NO. <u>771045</u>
DO NOT REMOVE THIS COPY. THIS IS A REFERENCE COPY FOR YOUR USE AND WILL BE RETURNED WHEN CONTROL NUMBER HAS BEEN ASSIGNED.  WHEN INQUIRY ABOUT THIS REQUEST, PLEASE REFER TO THIS NUMBER WHEN CALLING THE PRINT SHOP.  RECEIPT OF THIS REFERENCE COPY DOES NOT INDICATE THAT YOUR COPY HAS BEEN COMPLETED. YOU WILL RECEIVE ANOTHER COPY OF THIS REQUEST NUMBER CHARGED WHEN YOUR WORK HAS BEEN COMPLETED AND DELIVERED.	DATE RECD. _____  APPROVED _____

APC  
10.1

## II. TASK DESCRIPTIONS

This section of the plan contains a description of each of the twelve task categories:

1. Accounting, Financial, Budgetary, and Administrative Practices
2. Data Processing Requirements
3. Nomenclature, Classification, Staging, and End-Results Reporting Systems
4. Medical Records and Registry Systems
5. Epidemiology (Analytical and Descriptive) and Biostatistics Information Systems
6. Organization
7. Cancer Literature and Retrieval Systems
8. Patient Management and Planning Techniques
9. Research Management and Planning
10. Clinical Research (includes cooperative studies and clinical trials)
11. Medical Education, Curricula, and Cooperative Programs
12. Cancer Control

ML/BR/BJR

It seems so much of the mail we are receiving from NCE lately relates to the AACI 12 tasks, although the name AACI is not mentioned. I discussed with BJK and she said this will be increasing in the next two years with RFP's, etc. for these tasks and I will be cross-referencing various materials to my "aaci task" files.

I thought perhaps you would like to have a copy of the 12 tasks handy for reference when reviewing the mail.

JH  
10/4

*you should!*

MAILING INSTRUCTION FORM

Date April 28, 1976

To: Mail Room

Request that the accompanying Envelopes (5) containing  
BOX, CARTON, LETTER, ETC.  
Brochures, valued at \$ \_\_\_\_\_ be shipped

To: Dr. E. A. Mirand  
NAME  
Roswell Park Memorial Institute  
STREET  
666 Elm  
Buffalo, New York 14263  
CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL  
 AIR PARCEL POST  
 BOOK RATE  
 BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)  
 CERTIFIED MAIL  
 RETURN RECEIPT REQUESTED  
 FIRST CLASS  
 INSURED  
 LIBRARY RATE  
 PARCEL POST  
 REGISTERED  
 RETURN RECEIPT REQUESTED  
 SPECIAL DELIVERY

SIGNATURE J. Anne Holm

DEPARTMENT AACI Fund for Mis. Exp. # 188386

(FOR MAIL ROOM USE ONLY)

Charges 11.65

Insured No. \_\_\_\_\_

Date Received 4-28-76

Date Shipped 4-28-76

THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

MAILING INSTRUCTION FORM

Date April 30, 1976

To: Mail Room

Request that the accompanying Box containing  
BOX, CARTON, LETTER, ETC.  
Brochures, valued at \$ \_\_\_\_\_ be shipped

To: Dr. E. A. Mirand  
NAME  
Roswell Park Memorial Institute,  
666 Elm Street  
STREET  
Buffalo, New York 14263  
CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL  
 AIR PARCEL POST  
 BOOK RATE  
 BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)  
 CERTIFIED MAIL  
 RETURN RECEIPT REQUESTED  
 FIRST CLASS  
 INSURED  
 LIBRARY RATE  
 PARCEL POST  
 REGISTERED  
 RETURN RECEIPT REQUESTED  
 SPECIAL DELIVERY
- ok*

SIGNATURE *James Hale*  
DEPARTMENT AACI Misc. Account # 188386

(FOR MAIL ROOM USE ONLY)

Charges 228 Insured No. 4T

Date Received \_\_\_\_\_ Date Shipped 4-30

To Clark

101

I would like to have five  
copies of "A plan for Co-operative  
Action Among Cancer Institutes"  
to be delivered to the members  
of the by-law committee for  
the "Latin American Association  
of Cancer Institutes."

Dr E. CACERES

L.I.A. - PERU

3-29- Mailed 5 copies



Sent AACI Comprehensive Plan to:

Virgie McGuffee - Dept. Epidemiology, MDA

Dr. Jonathan E. Rhoads - NCAB

Dr. Harold Amos - NCAB

Dr. William O. Baker - NCAB

Mr. Elmer H. Bobst - NCAB

Dr. Frank J. Dixon - NCAB

Dr. G. Denman Hammond - NCAB x

Dr. Werner Henle - NCAB

Dr. John R. Hogness - NCAB

Mr. Donald E. Johnson, Sr. - NCAB

Mrs. Mary Lasker - NCAB

Dr. Irving M. London - NCAB

Dr. Gerald P. Murphy - NCAB x

Dr. Joseph H. Ogura - NCAB

Dr. William E. Powers - NCAB

Mr. Laurance S. Rockefeller - NCAB

Dr. Philippe Shubik - NCAB

Dr. Howard E. Skipper - NCAB

Ex Officio Members

Dr. H. Guyford Stever - NCAB

Dr. John D. Chase - NCAB

Dr. James R. Cowan - NCAB

Honorable David Mathews - NCAB

Dr. Donald S. Fredrickson - NCAB

Alternates

Dr. Edward J. Burger, Jr. - NCAB

Dr. Lyndon E. Lee, Jr. - NCAB

Colonel James L. Hansen, MC USA

Executive Secretary

Dr. Richard A. Tjalma

President's Cancer Panel

Mr. Benno C. Schmidt - PCP

Dr. R. Lee Clark - PCP x

Dr. Ray D. Owen - PCP

Combined Departmental Staff MDA

Ampanan, Mr. Oscar L. - Administration

Anderson, Mr. David - Biology

Baldwin, Mr. E. Lynn - Medical Communications

Blumenschein, Dr. George R. - Education

Bowen, Dr. James M. - Virology

Boyd, Mr. Joe E. - Administration

Bush, Mr. John R. - Development Office

Clark, Dr. R. Lee - President x

Copeland, Dr. Murray M. - VP Univ. Cancer Foundation x

Cumley, Dr. Russell W. - Publications & Information

Davis, Mr. Brian W. - Administration  
Derrick, Dr. William S. - Anesthesiology  
Dodd, Dr. Gerald D. - Diagnostic Radiology  
Fletcher, Dr. Gilbert H. - Radiotherapy  
Freireich, Dr. Emil J - Developmental Therapeutics  
Gillery, Mr. E. R. - Business Office  
Goff, Ms. Frances E. - Special Projects  
Griesser, Mr. R. A. - Physical Plant  
Guinee, Dr. Vincent F. - Epidemiology x  
Gunn, Dr. Albert - Hospitals  
Haas, Dr. Felix L. - Office of Research  
Harvin, Miss Marie - Library  
Hickey, Dr. Robert C. - Director x  
Hilkemeyer, Miss Renilda - Nursing  
Hill, Dr. C. Stratton - Clinics  
Howe, Dr. Clifton D. - Hospitals  
Jardine, Dr. John H. - Experimental Animals  
Mr. Glenn Johnson - Administration  
Johnston, Ms. Lisa - Publications & Information  
Kennedy, Dr. Joseph P. - Environmental Science Park  
Kleifgen, Mr. Arthur F. - Anderson-Mayfair, PRS  
Knotts, Dr. Glen - Publications & Information  
Kolenda, Mrs. B. J. - Research Analyst, Ofc. of Pres.  
Leon, Mr. Patrick A. - Asst. to the Pres. x  
Lowrey, Mrs. Marion - Asst. to the Pres.  
McCay, Miss Joan - Publications & Information  
Moreton, Dr. Robert D. - VP for Prof. & Public Affairs  
Peters, Mr. John D. - Administration  
Painter, Dr. Joseph T. - Medicine  
Rawson, Dr. Rulon W. - Director, Extramural Program x  
Rutherford, Mr. Warren L. - Administration  
Rutledge, Dr. Felix H. - Gynecology  
Shalek, Dr. Robert J. - Physics  
Shoff, Mr. William B. - Administration  
Shullenberger, Dr. C. C. - Medicine  
Smith, Dr. J. Leslie - Pathology  
Sproull, Mr. Donald L. - Personnel  
Trujillo, Dr. Jose M. - Clin. Chem. & Lab. Med.  
van Eys, Dr. Jan - Pediatrics  
Villanueva, Dr. Raul - Rehabilitation  
Ward, Dr. Darrel N. - Biochemistry  
White, Dr. Edgar C. - Surgery  
Zimmerman, Dr. Stuart O. - Biomathematics  
Bodey, Gerald - Developmental Therapeutics

Arthaud, Bradley - Epidemiology  
Brown, Barry - Biomathematics  
Russell, William - Biomathematics  
Gehan, Edmund - Biomathematics  
Wallace, Sidney - Diagnostic Radiology  
Bane, Catherine - Nursing  
6 Copies to Ms. Joan L. Horowitz - The Fox Chase Cancer Center

NCS - Board of Directors 105  
Volunteer Officers 12  
National Paid Office Staff 4

AACI Officers 3  
AACI Board of Directors 7  
AACI Member Institutes (Directors) 40  
All AACI Task Chairman and Committee 190  
NCI - Dr. Rauscher  
Dr. Newell  
Mr. Sherbert  
NCI Task Representatives 15

Curt Reimann = Executive VP - Texas NCI

*CICA Mors - 12*

*J. B. Assou - 2*

*Doris Hanson - 1*

*Mr. John P. M. Gorman - 1*

*Mr. B. Van der Werf - Messing, March or April*

*Mrs. Laska (2nd copy) April*

*Dr. Mirand 50 + 50 = 70*

*Dr. Helofresnaye - 10 - April 27*

*Dr. Harwick - 50 - May 17*

10.1

MAILING INSTRUCTION FORM

Date @ 1\* 2-18-76

To: Mail Room

Request that the accompanying 3 Envelopes containing  
BOX, CARTON, LETTER, ETC.  
Printed material, valued at \$ \_\_\_\_\_ be shipped

To: Dr. G. P. Warwick, International Union Against  
NAME Cancer  
P. O. Box 400  
STREET  
1211 Geneva 2, Switzerland  
CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

1043  
 3  
~~31.29~~  
 1043  
 3  
 31.29

VIA

- AIR MAIL
- AIR PARCEL POST
- BOOK RATE
- BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
- CERTIFIED MAIL
  - RETURN RECEIPT REQUESTED
- FIRST CLASS
- INSURED
- LIBRARY RATE
- PARCEL POST
- REGISTERED
  - RETURN RECEIPT REQUESTED
- SPECIAL DELIVERY

SIGNATURE

*Joanne Hale*

DEPARTMENT AACI Fund for MIs. Exp. # 188386

(FOR MAIL ROOM USE ONLY)

Charges

31.29

Insured No.

HS

Date Received

Date Shipped

2-19-76

10!

MAILING INSTRUCTION FORM

Date February 13, 1976

To: Mail Room

Request that the accompanying Letters containing  
BOX, CARTON, LETTER, ETC.  
\_\_\_\_\_ , valued at \$ \_\_\_\_\_ be shipped

To: AACI Board of Directors  
NAME  
STREET  
CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

- VIA {
- AIR MAIL
  - AIR PARCEL POST
  - BOOK RATE
  - BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
  - CERTIFIED MAIL
    - RETURN RECEIPT REQUESTED
  - FIRST CLASS
  - INSURED
  - LIBRARY RATE
  - PARCEL POST
  - REGISTERED
    - RETURN RECEIPT REQUESTED
  - SPECIAL DELIVERY

SIGNATURE *Angela Johnson*

DEPARTMENT AACI FUND FOR MISCELLANEOUS #188386

(FOR MAIL ROOM USE ONLY)

Charges 90 Insured No. DP

Date Received \_\_\_\_\_ Date Shipped 2/13/76

MAILING INSTRUCTION FORM 10.1

Date 2-13-76

To: Mail Room

Request that the accompanying Box/Envelopes containing  
BOX, CARTON, LETTER, ETC.  
\_\_\_\_\_ , valued at \$ \_\_\_\_\_ be shipped

To: Various AACI Members and Associates

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

- |     |   |   |
|-----|---|---|
| VIA | } | <input type="checkbox"/> AIR MAIL<br><input type="checkbox"/> AIR PARCEL POST<br><input type="checkbox"/> BOOK RATE<br><input type="checkbox"/> BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)<br><input type="checkbox"/> CERTIFIED MAIL<br><div style="padding-left: 2em;"><input type="checkbox"/> RETURN RECEIPT REQUESTED</div> <input checked="" type="checkbox"/> FIRST CLASS<br><input type="checkbox"/> INSURED<br><input type="checkbox"/> LIBRARY RATE<br><input type="checkbox"/> PARCEL POST<br><input type="checkbox"/> REGISTERED<br><div style="padding-left: 2em;"><input type="checkbox"/> RETURN RECEIPT REQUESTED</div> <input type="checkbox"/> SPECIAL DELIVERY |
|-----|---|---|

SIGNATURE \_\_\_\_\_

DEPARTMENT AACI Fund for Misc. Exp. #188386

(FOR MAIL ROOM USE ONLY)

Charges \$181.25

Insured No. 332

Date Received 2-13-76

Date Shipped 2-13-76

101

THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

MAILING INSTRUCTION FORM

Date 2-11-76

To: Mail Room

Envelopes

Request that the accompanying 15 packages containing  
BOX, CARTON, LETTER, ETC.  
valued at \$ \_\_\_\_\_ be shipped

To: Various AACI Members & Associates

NAME

STREET

CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL
- AIR PARCEL POST
- BOOK RATE
- BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
- CERTIFIED MAIL
- RETURN RECEIPT REQUESTED
- FIRST CLASS
- INSURED
- LIBRARY RATE
- PARCEL POST
- REGISTERED
- RETURN RECEIPT REQUESTED
- SPECIAL DELIVERY

SIGNATURE \_\_\_\_\_

DEPARTMENT Office of the President

(FOR MAIL ROOM USE ONLY)

*How can  
only 15 of  
the envelopes  
be sent?*

Charges 190.74 Insured No. \_\_\_\_\_

Date Received 2-11-76 Date Shipped 2-11-76

10.1

MAILING INSTRUCTION FORM

Date 2-9-76

To: Mail Room

Request that the accompanying Box - Packages containing  
BOX, CARTON, LETTER, ETC.  
printed matter, valued at \$ \_\_\_\_\_ be shipped

To: Various AACI Members

NAME

STREET

CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL
- AIR PARCEL POST
- BOOK RATE
- BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
- CERTIFIED MAIL
  - RETURN RECEIPT REQUESTED
- FIRST CLASS
- INSURED
- LIBRARY RATE
- PARCEL POST
- REGISTERED
  - RETURN RECEIPT REQUESTED
- SPECIAL DELIVERY

SIGNATURE Gilda Duke

DEPARTMENT AACI Fund for Misc. Exp. #188386

(FOR MAIL ROOM USE ONLY)

Charges 45.03

Insured No. \_\_\_\_\_

Date Received 2-9-76

Date Shipped 2-10-76



10.1

MAILING INSTRUCTION FORM

Date January 20, 1976

To: Mail Room

Request that the accompanying letters containing  
BOX, CARTON, LETTER, ETC.  
valued at \$ \_\_\_\_\_ be shipped

To: AACI Members

NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL
- AIR PARCEL POST
- BOOK RATE
- BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
- CERTIFIED MAIL
  - RETURN RECEIPT REQUESTED
- FIRST CLASS
- INSURED
- LIBRARY RATE
- PARCEL POST
- REGISTERED
  - RETURN RECEIPT REQUESTED
- SPECIAL DELIVERY

SIGNATURE \_\_\_\_\_

DEPARTMENT AACI Fund for Miscellaneous Expense #188386

(FOR MAIL ROOM USE ONLY)

Charges 216

Insured No. #5

Date Received \_\_\_\_\_

Date Shipped 1-21-76

10.7

THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

**MAILING INSTRUCTION FORM**

Date January 16, 1976

To: Mail Room

Request that the accompanying Letters containing  
BOX, CARTON, LETTER, ETC.  
 \_\_\_\_\_, valued at \$ \_\_\_\_\_ be shipped

To: AACI Members  
 \_\_\_\_\_  
NAME  
 \_\_\_\_\_  
STREET  
 \_\_\_\_\_  
CITY

**NOTE:** All shipments should be properly addressed by Sender.

(Check appropriate space)

- VIA
- 864
- AIR MAIL
  - AIR PARCEL POST
  - BOOK RATE
  - BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)
  - CERTIFIED MAIL
    - RETURN RECEIPT REQUESTED
  - FIRST CLASS
  - INSURED
  - LIBRARY RATE
  - PARCEL POST
  - REGISTERED
    - RETURN RECEIPT REQUESTED
  - SPECIAL DELIVERY

SIGNATURE

DEPARTMENT

Angie Gutierrez *ofc of*  
AACI Fund for Miscellaneous Expense #188386

(FOR MAIL ROOM USE ONLY)

Charges 864

Insured No. DL

Date Received 1/19/76

Date Shipped 1/19/76

THE UNIVERSITY OF TEXAS  
M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE

MAILING INSTRUCTION FORM

Date 1-6-76

To: Mail Room

Request that the accompanying Envelopes containing  
BOX, CARTON, LETTER, ETC.  
Reports, valued at \$ \_\_\_\_\_ be shipped

To: Various Institutes

NAME

STREET

CITY

NOTE: All shipments should be properly addressed by Sender.

(Check appropriate space)

VIA

- AIR MAIL  
 AIR PARCEL POST  
 BOOK RATE  
 BOOK RATE (BETWEEN NON-PROFIT ORGANIZATIONS)  
 CERTIFIED MAIL  
 RETURN RECEIPT REQUESTED  
 FIRST CLASS  
 INSURED  
 LIBRARY RATE  
 PARCEL POST  
 REGISTERED  
 RETURN RECEIPT REQUESTED  
 SPECIAL DELIVERY

SIGNATURE *John Doe*

DEPARTMENT ANCI FUNDS MTR #188386

(FOR MAIL ROOM USE ONLY)

Charges 808

Insured No. RT

Date Received \_\_\_\_\_

Date Shipped 1-6-76