



POLITICAL ACTIVITIES CLEARANCE PROCESS

Background: Certain states and localities have enacted "pay-to-play" laws. These laws restrict the Company's lobbying, donations, and gifts/entertainment to public officials and entities in local jurisdictions, states, and even abroad.

Application of Laws and Policies to Directors: Some of these laws prohibit RRD from entering into a government agreement or contract for a certain number of years if a director makes or solicits a covered contribution. Other jurisdictions require RRD merely to report contributions made or solicited by directors, without the accompanying ban. Note that depending on the jurisdiction, the law may even apply to certain family members (such as spouses and children) of a director. Violating these requirements may lead to civil, and under certain circumstances, criminal liability.

RRD requests that directors make *no* contributions *on behalf of the Company*. Personal donations may be made to the jurisdictions set forth below, subject to these pre-clearance procedures.

Pre-Clearance Procedure: To address these laws, RRD is requesting directors to pre-clear direct or indirect *personal* political contributions in the jurisdictions that have pay-to-play laws banning certain contributions (see Pre-Clearance list below). This request applies to political contributions made to, or solicited on behalf of, any candidate, political party committee, or other political committee (e.g., a PAC) in those jurisdictions. The pre-clearance requirements also apply to a director's family member if that family member resides in the same household as the director.

Please note that these procedures do not apply to contributions to federal candidates or Congress, unless the federal candidate is a state or local official at the time of the donation or solicitation. In advance of making any donation, as described above, please contact Deb Steiner (312-326-8129; deb.steiner@rrd.com).

Pre-Clearance List: Pre-clearance is requested in the following jurisdictions (please note that in the jurisdictions listed below, pre-clearance is requested for both state and local political contributions):

Culver City, California	Pennsylvania
Los Angeles, California	Texas
Pasadena, California	Dallas, Texas
San Francisco, California	Houston, Texas
Denver, Colorado	Virginia
Connecticut	Cook County, Illinois
Illinois	Missouri
Maryland	Philadelphia, Pennsylvania
New Jersey	Vermont
New Mexico	

