

NR_key_name: 73598B569768EE218525634D0057D92D
SendTo: ALL
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 06/18/1996
DisplayDate_Time: 12:09:22 PM
ComposedDate: 06/18/1996
ComposedDate_Time: 11:59:32 AM
Subject: classified trash

The boxes in the SCIF for the classified trash were overflowing so I have cleaned up the excess and started a new box for you guys. In the future, when a box is full, please put a lid on it and start a new box. (There are a lot of empty boxes in the SCIF for your use, and admin staff will now start placing the empty xerox paper boxes & lids in there for your use as well.) A few tips on disposal of classified paper:1) no paper clips of any kind should be on the papers. staples are ok.2) flat, as opposed to wadded up, paper is easier to shred.3) please use boxes that have lids.4) envelopes are not classified and should be placed in the regular trash.Thanks for your cooperation. Additionally, if someone who frequents the SCIF could remember to put the regular trash cans outside the room once a week or so for emptying it would be greatly appreciated. Thanks again.

Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: