

**NR\_key\_name:** 7E26307F8CA014398525638F004FDE21  
**SendTo:** ALL  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/23/1996  
**DisplayDate\_Time:** 10:34:57 AM  
**ComposedDate:** 08/23/1996  
**ComposedDate\_Time:** 10:32:22 AM  
**Subject:** friendly reminders  
1. Please remember that you are responsible for washing any glasses, utensils, etc. that you use from the kitchen. You also need to wipe down countertops/tables when you spill something. 2. If you use the conference room or public room, you are responsible for putting it back in order when you are done. This includes replacing chairs.3. The refrigerator is starting to smell. I will be throwing out anything that is not labeled to keep today after lunch (but before Betty takes the trash at around 2:00).Thanks.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**