

NR_key_name: A3F160129EDC9870852564260055F6A0
SendTo: ALL
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 01/21/1997
DisplayDate_Time: 10:50:39 AM
ComposedDate: 01/21/1997
ComposedDate_Time: 10:38:57 AM
Subject: water damage

As most of you probably noticed this morning, a water pipe in Tim's heating unit burst due to the cold weather and dumped a significant amount of water on both the floor in his office and in Tom's office. This is the second time that this has happened in our office space. In light of this incident it seems to be a good time to let folks know that no records should be stored on the floors of any offices. Please make sure that all records are stored on top of tables, desks, shelves, bookcases, and/or file cabinets. You may also want to keep in mind that if you keep any of your files on the floor, they may get ruined if this happens to you!

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