

**NR\_key\_name:** 0F0AC46796639160852565A8004A4BDF  
**SendTo:** ALL  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 02/11/1998  
**DisplayDate\_Time:** 8:34:57 AM  
**ComposedDate:** 02/11/1998  
**ComposedDate\_Time:** 8:31:31 AM  
**Subject:** classified trash

Please remember to remove ALL binder clips and paper clips from anything that you put into the classified trash boxes in the SCIF. Not only will you damage the machine if metal gets past the operator, but you could seriously injure the operator. Also, when you fill a box please put the lid on the box and start a new one. The boxes tend to overflow and have to be cleaned up by someone (me!) if you don't keep an eye on it. One last piece of food for thought...the boxes should be used for classified and sensitive trash only. We pay buy the pound when it is destroyed so please use the regular trash cans for any paper (envelopes included!) that is not classified or of a sensitive nature. As always, if you have any questions/comments please see me. Thanks.

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