

**NR\_key\_name:** EB06A4ADC6FFC59785256673005CB9AA  
**SendTo:** ALL  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 09/02/1998  
**DisplayDate\_Time:** 12:58:47 PM  
**ComposedDate:** 09/02/1998  
**ComposedDate\_Time:** 12:52:48 PM  
**Subject:** files

It is really getting down to crunch time and we need to start making a dent in the amount of paper in this office!PLEASE GO THROUGH YOUR PERSONAL FILES IMMEDIATELY (unless you are working on the final report) AND IDENTIFY/SEPARATE FILES THAT ARE TO BE SENT TO NARA WITH THE COLLECTION. Let me know when you complete your files so that we can start boxing them up.THE SCIF MUST BE ORGANIZED IMMEDIATELY. GO THROUGH YOUR SECTIONS OF THE SCIF AND PLACE EVERYTHING IN THE BURN BOXES THAT IS NO LONGER BEING USED OR NEEDS TO BE TRANSFERRED TO THE COLLECTION. This includes the working shelves of former employees. If you are a Team Leader you inherit the responsibility of the former employee's papers.This should all be completed by mid next week--NO EXCEPTIONS UNLESS GRANTED BY ME OR LAURA. Please see me if you have any questions. Thanks in advance for your cooperation.

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