

**NR\_key\_name:** 766938F078E14BD78525615C006182D6  
**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=David Marwell/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 02/07/1995  
**DisplayDate\_Time:** 12:51:48 PM  
**ComposedDate:** 02/07/1995  
**ComposedDate\_Time:** 12:45:05 PM  
**Subject:** Office Style Manual  
It is important to issue the Style Guidance on memoranda and letters so that we can include and institutionalize file code designations. There should be a place for file codes on each letter and memo (at the bottom?).Also, can be order "Received" Stamps that include a place for file code designations?  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**