

NR_key_name: 36685B39198323A1852561AC005EC23D
SendTo: CN=David Marwell/O=ARRB @ ARRB;CN=Chet Rhodes/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Sheryl Walter/O=ARRB
DisplayFromDomain:
DisplayDate: 04/28/1995
DisplayDate_Time: 1:23:04 PM
ComposedDate: 04/28/1995
ComposedDate_Time: 1:15:01 PM
Subject: Audit of non-record email designations
I conducted the first audit of the staff's non-record email designations today. Out of 1020 messages designated non-record, I redesignated only 36 as records (not bad!) because they reflected some type of official board activity that may not be elsewhere recorded. And, nearly all of those were so designated before the staff briefing on the email record/nonrecord audit process. I also entered a summary of the audit on the appropriate field (or whatever it's called). Thanks, Chet, for devising the database the way you did -- it made the audit process really easy. I do need to figure out how to transfer the newly designated "records" to the "record" database. If we can chat sometime when you're in or you might send me an instructional email, I'd appreciate it.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: