

**NR\_key\_name:** 520090497465924C852561BA006932FC  
**SendTo:** Senior Staff;CN=Anne Buttimer/O=ARRB @ ARRB;CN=Mary McAuliffe/O=ARRB @ ARRB  
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**ComposedDate:** 05/12/1995  
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**Subject:** Scheduling staff ethics and records training

I'd like to bring the issues of federal records guidance and ethics training to a close before I leave. All federal employees are required to undergo a minimum of one hour of ethics training per year and are also required to receive a briefing on our agency's federal records responsibilities. My proposal is that we set aside a 2 to 2 1/2 period, perhaps on next Friday or Monday morning (May 19 or 22), at which all staff can be briefed/trained at once. Is this feasible? Please let me know if you have any objections or suggestions for alternate times, so that we can get the word out and distribute briefing materials well in advance of the meeting. I'd like to set a date by Monday, so please get back to me with your thoughts soon.

**Body:**  
**recstat:** Record  
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**Categories:**