

NR_key_name: A9F501C0F5154891852562D10059F4BB

SendTo: R&A

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Noelle Gray/O=ARRB

DisplayFromDomain:

DisplayDate: 02/15/1996

DisplayDate_Time: 11:22:20 AM

ComposedDate: 02/05/1996

ComposedDate_Time: 11:41:33 AM

Subject: R&A Meeting by e-mail

1. Please come to me for supplies or paper. There is now a box of paper under the main printer, so look there for paper first.2. As an analyst, you are responsible for photocopying and distributing your own internal memos and placing the initialed original in my file box.3. If you receive original mail addressed directly to you please make a copy for yourself and place the original in my IN box.4. A copy of Final Determination Forms (FDF) needs to be given to Tom and one FDF should be attached to each document that is going to NARA. The original document with the FDF attached should be given to Noelle so that transportation to NARA can be arranged.5. Please be courteous and use your own desk. I have come in some mornings and found supplies missing from my desk and/or my desk left in a shambles. Please understand that even though I do not have complete walls or a door, my desk is still my office. If you need a large working area feel free to use the conference room (where there is also an extra computer), the board office, or the SCIF. Thank you for understanding.6. REMINDER - PLEASE REMEMBER THAT ANY WORKING FILES YOU HAVE AT YOUR DESK, I SHOULD HAVE A COPY OF FOR THE FILE. THANK YOU SO MUCH. Thanks for all your help. Your guys (non-gender specific) are great!

Body:

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: