

NR_key_name: D19FBF6A108B555C8525641E005AADE6
SendTo: CN=Chet Rhodes/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jerrie Olson/O=ARRB
DisplayFromDomain:
DisplayDate: 01/13/1997
DisplayDate_Time: 11:36:44 AM
ComposedDate: 01/13/1997
ComposedDate_Time: 11:30:28 AM
Subject: Additional info
I think I mentioned you can get all those sample documents and my suggestions from my e drive. I don't think I mentioned another item from the Government Manual: memoranda have attachments; letters have enclosures. I gave you a note regarding Control space and Control hyphen, but I don't think I mentioned that a dash can be created by Control W 4,34. You can also use 2 hyphens, but the unbroken dash looks better. Also, there is no space either before or after the dash.
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: