

**NR\_key\_name:** 4BBB202C537181DA852564290055E89D

**SendTo:** R&A

**CopyTo:** Admin

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Cathy Rodriguez/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 01/24/1997

**DisplayDate\_Time:** 10:47:27 AM

**ComposedDate:** 01/24/1997

**ComposedDate\_Time:** 10:38:21 AM

**Subject:** Next week

Hi Again R&A  
Happy Friday  
As I told you earlier in the week, I will be out all next week. I do promise to come back on Monday, Feb. 3rd, though!! spoke with Tracy earlier today. If you need anything, i.e. supplies, a letter sent, whatever, PLEASE see Tracy. She will either prepare the letter or have someone in the Admin staff do so. Do not go directly to a member of the admin staff. Please be as specific on your document summaries as possible as to where items should be filed, etc. One more thing to ask - if any of you make new agency contacts, PLEASE ENSURE THEY GET PUT IN THE AGENCY CONTACTS DATABASE AND THAT IT INCLUDES THEIR FULL CORRECT NAME, COMPLETE ADDRESS FOR BOTH COURRIER AND US MAIL, AND GET THE FAX NUMBER, PLEASE!!! There is nothing more frustrating than being in a hurry to fax and send out several letters including several CC's and not having a fax number. Do it all at once and save time later. If you have a chance, please go over contacts you have put in in the past and ensure all this info is there. Thanks again, and have a productive, not-too-hectic week.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**