

**NR\_key\_name:** 71C68B72519406958525647D0045DA1C  
**SendTo:** CN=Joan Zimmerman/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 04/18/1997  
**DisplayDate\_Time:** 8:45:18 AM  
**ComposedDate:** 04/18/1997  
**ComposedDate\_Time:** 8:42:58 AM  
**Subject:** Procedures for Sending Out Letters

**Body:** I am forwarding to you an e-mail that was sent to all R&A in Februrary. This was a reiteration of the long standing procedure. To: R&Acc: From: Jeremy Gunn/ARRB Date: 02/18/97 10:06:06 AMSubject: Procedures for Sending Out LettersPlease remember that our office procedures for sending out letters are:1. For David's signature Analyst/author must initial document tracking form I must initial document tracking form Then and only then give the final to David for a signature2. Other R&A letters Analyst/author must initial document tracking form I must initial document tracking form (or in my absence the Team Leader) Then and only then should the final letter be signed3. These procedures should be followed unless someone is out of the office or in the event of an emergency. Please ask if you have any questions.PLEASE FOLLOW THESE PROCEDURES.

**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**