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**SendTo:** CN=Anne Buttimer/O=ARRB @ ARRB  
**CopyTo:** CN=David Marwell/O=ARRB @ ARRB;CN=Jerrie Olson/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/24/1995  
**DisplayDate\_Time:** 10:09:31 AM  
**ComposedDate:** 08/24/1995  
**ComposedDate\_Time:** 10:00:02 AM  
**Subject:** Re: Postage procedures

I spoke with David about this last time it happened and we have discussed procedures. The postage key must be locked up at night when Christina leaves. The admin staff should know how to access the key. However, postage should not need to be run on a regular basis after 5:00. On the rare instances when something absolutely must get out, arrangements can be made ahead of time. Mail placed in the bin after 5:00 will be run the next morning and sent out in the first pick-up. I believe David and I were in agreement on this but I would be happy to discuss it with you both when he returns. It should be noted that Christina is just following directions that have been given to her by me. I have instructed her to direct staff to me the next time she is approached with concerns about the procedures. We do need to talk about sending out pre-postaged envelopes and set up a procedure for that. To: David Marwell/ARRBcc: Tracy Shycoff/ARRB, Jerrie Olson/ARRB From: Anne Buttimer/ARRB Date: 08/24/95 09:50:49 AM Subject: Postage procedures When the Board concludes its work this coming week I'd like to speak with you and Tracy to set up procedures for 1) access to the postage meter after 5:00 pm; and 2) affixing postage to mail that we want returned to us (when I include a self-addressed, stamped envelope to ensure I get an affidavit, etc. back). Up to this point I've been using my stamps on mail sent after 5:00 pm and on SASE, but that's not a realistic solution, at least not for me!

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