

NR_key_name: D90F414A3E709E8B85256251006A90DC
SendTo: CN=Valerie Trzaska-Sails/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 10/10/1995
DisplayDate_Time: 3:24:19 PM
ComposedDate: 10/10/1995
ComposedDate_Time: 3:23:59 PM
Subject: Re: Admin Meeting on Oct. 5, 1995
thank you! I'll talk to David about a backup for your computer stuff.
To: Tracy Shycoff/ARRBcc:
From: Valerie Trzaska-Sails/ARRB Date: 10/10/95 03:20:41 PMSubject: Admin Meeting on Oct. 5, 1995Re:
In the October 5, 1995 Admin Meeting you asked for a checklist for duties that may need to be taken care of
on an everyday basis, or prior to a board meeting. MEMORANDUMThe following is a list of duties that need
backup in my absence. The only duty that needs backup on an everyday basis is the server backup tape. The
backup tapes are located in my office in the bookcase. The tapes are labeled for each day of the week. Each
morning the tape should be changed with the tape for the day. The tape is inserted into the tape drive in the
server located in Chet's office. If you would like to assign someone as my backup, I would be happy to show
them the process. The following is a list of things that I do before each board meeting.
a) Order or buy supplies for meeting. i.e. Cups (hot & cold), sugar, sweet and low, notepads and any other supplies we
may need.
b) Order lunches from caterer. The caterer information can be found in my vendor files
located in my office. I usually order from Wall Street Deli.
c) Travel authorizations. That is all I can think of
for now.
Val
Record
recstat:
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: