NR_key_name: 4B4B101282A081108525629F00458A3D
SendTo: CN=Joseph Freeman/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 12/27/1995
DisplayDate_Time: 7:39:46 AM
ComposedDate: 12/27/1995
ComposedDate_Time: 7:39:34 AM
Subject: Re: Filing Query

Body: OK. Let's talk.To: Jeremy Gunn/ARRBcc: Noelle Gray/ARRB, Eileen Sullivan/ARRB From: Joseph Freeman/ARRB   Date: 12/26/95 05:23:02 PMSubject: Filing QuerySeeking clarification: earlier today I was given correspondence from D. Bradley Kizzia to our own Doug Horne (10/30/95 and 11/6/95), re: Crenshaw/JAMA article. I assumed when it was given to me that it was sent my way in order to be entered on the "Priorities Chart" and filed in the box (located under the medical files table in my room) which corresponds to inquiries/requests logged on the Priorities Chart.Upon looking at the correspondence, however, it doesn't seem to be a Priorities Chart item, per se, in that it doesn't present us with a query or request demanding follow-up. On the contrary, it is responding to an informational query from us. If it is not intended to become part of the Priorities Chart (and corresponding file box), why has it come my way?Conversely, last week I had occasion to discover that correspondence that Tom has sent out to Wallace Milam (and probably others) in response to inquiries logged on the Priorities Chart has been filed in Eileen's general correspondence file. In that instance, there would have been some logic to filing that correspondence in the Priorities Chart box.In short, I need someone to explain our correspondence filing procedures to me!As I thought about it today after a brief chat with Noelle, I can't think of a good reason why the Priorities Chart-related correspondence (currently in the cardboard box in my room) shouldn't be filed with Eileen's much-better-organized correspondence files, where it would be easy enough to retrieve if someone working on a Priority Chart-related project needed to look at it. The way it could work is that when an item comes in that Jeremy believes should be entered on the Priorities Chart, he could route the correspondence to me, I could enter the summary of the query/request on the Chart and then forward the correspondence to Eileen (or whoever) for filing.I've no great preference in terms of how we systematize it, but my experience today suggests that it might be best to settle on something before my confusion becomes more widespread among staffers handling correspondence.It may well be that the system is fine, and I'm just not tuned in. If so, I would be happy to be enlightened! Thanks.
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: