

**NR\_key\_name:** 8A8D996D7C2AFF9F8525639D004626C4  
**SendTo:** CN=Jeremy Gunn/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jerrie Olson/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 09/06/1996  
**DisplayDate\_Time:** 8:49:54 AM  
**ComposedDate:** 09/06/1996  
**ComposedDate\_Time:** 8:46:14 AM  
**Subject:** Re: Document formatting procedures

Noelle created this for use by, and it was distributed to, the analysts. I think there is a copy on file in David's office. I will look. As for proper formatting though, this can be found in the U.S. Government Correspondence Manual in our ARRB library.  
**To:** Cathy Rodriguez/ARRB  
**Cc:** Tracy Shycoff/ARRB, Jerrie Olson/ARRB  
**From:** Jeremy Gunn/ARRB  
**Date:** 09/06/96 06:32:45 AM  
**Subject:** Document formatting procedures  
I would like to get a copy of our office document formatting and routing procedures. (I believe that Noelle created such a document in June 95.) Could you see if you could find it? Tracy or Jerrie may have a copy.

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