

NR_key_name: F4500A078CDD340D8525653100680D23
SendTo: CN=Jeremy Gunn/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Cathy Rodriguez/O=ARRB
DisplayFromDomain:
DisplayDate: 10/15/1997
DisplayDate_Time: 2:58:50 PM
ComposedDate: 10/15/1997
ComposedDate_Time: 2:56:31 PM
Subject: Re: your tasker

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

Jeremy, I thought this was also in preparation for the report we would write or rather the memo we would write to make the files easier for researchers to search and for nara folks to interpret.(?) Am I mixing issues?To: Cathy Rodriguez/ARRBcc: Tracy Shycoff/ARRBFrom: Jeremy Gunn/ARRBDate: 10/15/97 02:56:04 PMSubject: Re: your taskerThanks for following through. I am forwarding the material to Tracy, who will decide whether appropriate reminders-updates-announcements should be made.To: Jeremy Gunn/ARRBcc: Cathy Rodriguez/ARRB Date: 10/15/97 02:07:22 PMSubject: Your taskerYou asked me to collect all memos/notes/guidance to staff on filing paperwork and email guidance. I did not include the memo that Noelle originally sent to R&A that you recently updated wherein format of letters/memos etc. was laid out. - Pls let me know if I should. The rest of what I did find is in your in box within file folders. I did ask Chet about any others, but I think he and I will need more time to finish searching the computer for any guidance memos b/c it takes so long to pull up the system Pls let me know how you would like me to proceed. Thanks, Cathy