

**NR\_key\_name:** 47F05C2D77CCB010852565BD004A5116  
**SendTo:** andrea.jesser @ gsa.gov @ internet @ interliant  
**CopyTo:** CN=Tom Samoluk/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:**  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 03/04/1998  
**DisplayDate\_Time:** 8:37:12 AM  
**ComposedDate:** 03/04/1998  
**ComposedDate\_Time:** 8:31:44 AM  
**Subject:** cancel office space

Andrea--Tom Samoluk will be moving out of the McCormick Building, Room 426, on March 6, 1998. We will no longer need this space and are relinquishing it back to GSA. I left you a voice mail about this last week but you were out of the building for the day so I am hoping that an e-mail will suffice. I have already spoken to Karen Flanders to have the phones turned off. Tom spoke with the building manager to have the furniture removed. Please let me know if you need anything else from me on this. Could you also let me know when we will no longer be billed for the space (is there a 30 day notice requirement)? I can be reached at Tracy\_Shycoff@jfk-arrb.gov or 202-724-0088 ext. 233. Thanks for all of your help. Tracy

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