

**NR\_key\_name:** EAC067070EFE33E985256157007460B4

**SendTo:** ALL

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Tracy Shycoff/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 02/02/1995

**DisplayDate\_Time:** 4:17:46 PM

**ComposedDate:** 02/02/1995

**ComposedDate\_Time:** 4:11:09 PM

**Subject:** URGENT REMINDER

When you listen to the office voice mail and there are messages for others, you MUST either send a phone message via Lotus Notes or let the person know that you have saved the message on the voice mail and that they should listen to it. (as much as possible, you should send the phone message to the person and delete it off voice mail. Try to only save messages if they are long and involved, instruct the person to listen to it and then they should delete it.)The reason for this reminder is that an important message from NSA was received at 10:00 this morning and not forwarded until 4:00 this afternoon when someone else checked the voice mail for messages.PLEASE remember to follow these guidelines so as to avoid similar instances in the future.

**Body:** Thanks.

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**