NR_key_name:	65CC17F042567E5E85256151007AECB3
SendTo:	CN=Chet Rhodes/O=ARRB @ ARRB
CopyTo:	CN=David Marwell/O=ARRB @ ARRB
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Sheryl Walter/O=ARRB
DisplayFromDomain:	
DisplayDate:	01/27/1995
DisplayDate_Time:	5:30:38 PM
ComposedDate:	01/27/1995
ComposedDate_Time:	5:22:40 PM
Subject:	Record designation tracking, other Lotusnotes matters
Body:	Thanks for setting up the system so that I can monitor the staff use of non-record designation. We talked about you setting up some way that, as I spot check and find that something is incorrectly designated, I can forward it to the "record" depository. Also, we need a way for me to delete non-record material after it's been spot-checked. Finally, could you create for me another database or something on that "folder page" that allows me to enter my actions re this; e.g., I'd like to be able to keep a log noting each time I do a spot-check, the results of the check, and any actions I took. It seems it would be most efficient to have it accessible using the same id that you've assigned to me for this function. Let me know if you need any additional information. Also, could you show me how to paperclip a document onto an e-mail message? Thanks!
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	