

NR_key_name: CED47D75797FABF38525623C00408E03

SendTo: CN=David Marwell/O=ARRB @ ARRB;CN=Dave Montague/O=ARRB @ ARRB;CN=Jerrie Olson/O=ARRB @ ARRB

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo: CN=R ecord/O=ARRB

From: CN=Anne Buttimer/O=ARRB

DisplayFromDomain:

DisplayDate: 09/19/1995

DisplayDate_Time: 7:54:12 AM

ComposedDate: 09/19/1995

ComposedDate_Time: 7:45:07 AM

Subject: procedure for sending investigative correspondence

When Dave writes a letter he will send me an email and ask me to read it. I will review the letter and will then send Jerrie an email asking her to send it. When I am out of the office Dave will send Jerrie an email and ask her to print the letter for David to read. Dave will then make any changes indicated by David and will email Jerrie asking her to send the letter. Letters of introduction to government agencies and appropriate individuals will still go out over David's signature using the above procedure. These letters will follow the "master letter" format found in Gum Shoe Issue 10, at the 8/16 date. Modifications will be made from that master letter. We do not keep a hardcopy "file copy" of outgoing correspondence. The copy in Gum Shoe is the file copy. Jerrie keeps a file herself and makes a copy for the chron file. Dave - I'll print out several letters I've sent recently to give you an idea of the style we've been using.

Body:

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: