NR_key_name:	D1902F553D0060608525634700494EBA
SendTo:	CN=Eric Scheinkopf/O=ARRB @ ARRB
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Douglas Horne/O=ARRB
DisplayFromDomain:	
DisplayDate:	06/12/1996
DisplayDate_Time:	9:29:49 AM
ComposedDate:	06/12/1996
ComposedDate_Time:	9:20:43 AM
Subject:	RIF Subject Guide
Body:	Eric, could you please check with Steve Tilley's staff and find out if we can have one office copy of what is reputed to be a RIF "subject guide" which is reportedly a tool used by archives people when they create RIFS, which lists all of the various subjects used on RIF forms? We would use this as a finding aid in our office, even if the archives uses it as an internal administrative tool. Rationale: Joe and I are being presented, from time to time, with additional, as yet unseen documents which we wish we had known about earlier, simply because our data base searches did not crank in the proper subject titles which were used on the actual RIFS. Knowing the universe of RIF subjects used by archives personnel to actually create RIFS would assist all staff members in our data base searches.This document is reputed to be a bit lengthy, approximately 250-300 pages long. If they won't copy it for us, maybe we can take a ream of paper up the next time you go up there, and maybe run off a copy ourselves. Thanks.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	