

**NR\_key\_name:** EA7E89C794F46F3585256428004C6386  
**SendTo:** CN=Ron Haron/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Cathy Rodriguez/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 01/23/1997  
**DisplayDate\_Time:** 9:06:32 AM  
**ComposedDate:** 01/23/1997  
**ComposedDate\_Time:** 8:54:22 AM  
**Subject:** Document Summary

Ron Please ensure that any correspondence you finalize while I am gone next week (or at any time for that matter) that it has a document summary attached. Include the doc. sum. when you photocopy (or whoever photocopies) the letter. (you can edit the document summary while you are in your word processing document by hitting File, Document Summary). David is very concerned that all correspondence show that it 1) has been reviewed by other personnel in the office, ie Jeremy, you, and whoever else pertinent, and 2) that one could find the letter in the computer (that info is in doc. sum. ) should it later need to be edited. See me (or Jeremy in my absence) for any questions on this. Thanks, Cathy

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