NR_key_name:	A4CDEFEFBA89F0948525644200525B1C
SendTo:	R&A
CopyTo:	
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:	
DisplayDate:	02/18/1997
DisplayDate_Time:	10:06:06 AM
ComposedDate:	02/18/1997
ComposedDate_Time:	9:59:33 AM
Subject:	Procedures for Sending Out Letters
Body:	Please remember that our office procedures for sending out letters are:1. For David's signature Analyst/author must initial document tracking form I must initial document tracking form Then and only then give the final to David for a signature2. Other R&A letters Analyst/author must initial document tracking form I must initial document tracking form (or in my absence the Team Leader) Then and only then should the final letter be signed3. These procedures should be followed unless someone is out of the office or in the event of an emergency. Please ask if you have any questions.PLEASE FOLLOW THESE PROCEDURES.
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	