NR_key_name:	40A3661DF77ED83C852564AE005CC9E4
SendTo:	CN=David Marwell/O=ARRB @ ARRB
CopyTo:	CN=Chet Rhodes/O=ARRB @ ARRB
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	06/06/1997
DisplayDate_Time:	1:11:17 PM
ComposedDate:	06/06/1997
ComposedDate_Time:	12:53:30 PM
Subject:	close-down milestones
Body:	Here's my first stab at administrative milestones for closing the office on September 30, 1998:1. June 1, 1998-Notice of terminations to staff to comply with minimum RIF standards of 60 days.2. July 1, 1998-Meet with NARA staff on file accession guidelines3. July 31, 1998-Notice to GSA leasing to release space September 30, 19984. August 1,-September 30, 1998-notification to vendors of closing accounts and final billing.5. August 1, 1998-Notify staff to begin cleaning/organizing files. Includes return or any classified files to agencies.6. August 1, 1998-Reduce staff by eight (if necessary)7. August 1, -September 1, 1998-Inventory all furniture and equipment for excess8. September 1, 1998-Reduce staff by at least eight to leave only core staff involved in close down procedures.9. September 1, 1998--First shipment of furniture to GSA warehouse/new agencies10. September 1 - 30, 1998-Pack files according to NARA regulations 11. September 26, 1998(Saturday)-Back-up of all computer files to be included in shipment to NARA on September 28.12. September 26/27, 1998(Saturday/Sunday)-Computer systems taken down. Will leave 1 or 2 stand-alones with 1 printer.13. September 28, 1998-Files (including computer) delivered to NARA14. September 28-29, 1998-Furniture/equipment to new agencies15. September 30, 1998-Furniture/equipment final shipment to GSA warehouse16. September 30, 1998-Security debriefings for remaining staff (all other staff debreifed on last day of employment).17. September 30, 1998-Send notifications to all agencies to terminate clearances of ARRB staff.18. September 30, 1998-Staff Farewell party
recstat:	Record
DeliveryPriority:	N
DeliveryReport:	B
ReturnReceipt:	
Categories:	