

**NR\_key\_name:** FE1BD98F2FD50BA285256554005A23B6  
**SendTo:** CN=Chet Rhodes/O=ARRB @ ARRB  
**CopyTo:** CN=Jeremy Gunn/O=ARRB @ ARRB;CN=Tom Samoluk/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/19/1997  
**DisplayDate\_Time:** 11:29:59 AM  
**ComposedDate:** 11/19/1997  
**ComposedDate\_Time:** 11:24:34 AM  
**Subject:** as we discussed

Here are the details from our discussion earlier today:1. New employee Kim Herd is starting on Monday. She will be in the office with Sydney and Sarah. Please set up an account for her and add her to the appropriate address lists. She also will need access to the R&A drives and Secret Service databases. She will also need a phone extension. I'll program the phone once the extension is set up.2. Please put a Windows 95 computer where Kermit usually sits (with internet phone line). This computer will be for Kermit when he is town, the Internet computer for the office, and where the computer part-timer will sit.3. Please move Joan's phone to the phone closet for her voice mail and move a new extension into her old office. Again, I'll set up the phone once an extension is in place.4. We will also need a computer set up in Joan's old office, although what exactly it will be used for is unclear at this time. It is possible that Jack may be moved to that office.5. Thanks!

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