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**SendTo:** CN=R ecord/O=ARRB @ ARRB  
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**From:** CN=Chet Rhodes/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/18/1998  
**DisplayDate\_Time:** 8:43:16 AM  
**ComposedDate:** 08/18/1998  
**ComposedDate\_Time:** 8:43:11 AM  
**Subject:** correspondence filing

To: Jeremy Gunn/ARRBcc: (bcc: Non-Record/ARRB)From: Cathy Rodriguez/ARRB Date: 11/18/97 09:09:20  
AMSubject: correspondence filingI received a note from Jerrie saying that correspondence from DOJ regarding Sheridan matter need only be filed in the 3 series per your instruction. I have routinely in the past year I have been here double - filed these types of materials since 1) they are correspondence from DOJ and 2) they involve Sheridan. In this case the fax would be filed both in 4.17.3 and in 3 series Sheridan.This was the type of instruction I received upon coming on board and what I was told Noelle did. I have also seen evidence of Noelle having double filed items. My thought is better too many than too few places to find correspondence.If I change the method now, all of my past double filing will have been for naught in addition to the files not being consistent. I am willing to make the extra copy. I am also willing to file it since it is my series. Do you have an objection? Are there other reasons I am overlooking why this should not be done?I do realize that if you want it filed only once, my filing life will be less complicated. Pls let me know. Thanks, Cathy

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