NR_key_name:	DF6EDB01FBB71F19852566830042A966
SendTo:	all
CopyTo:	internet-board
DisplayBlindCopyTo:	
BlindCopyTo:	CN=R ecord/O=ARRB
From:	CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:	
DisplayDate:	09/18/1998
DisplayDate_Time:	8:22:05 AM
ComposedDate:	09/18/1998
ComposedDate_Time:	8:08:07 AM
Subject:	thank you!

Body:

Thank you to everyone for all of your hard work on getting the report out the door yesterday. I know that it was tough going and long hours but we all were able to pull together and get it done. We're a great team (if I do say so myself!) Unfortunately, we have one more round of report madness to go.We will distribute a copy of the report that went to GPO yesterday to every staff member today. We are also going to FedEx the report to the Board members for Saturday delivery. We need for EVERYONE to read the report in its entirety by Tuesday morning. Please keep in mind that we no longer have electronic control over the report so we are looking for the following types of edits only:1. Proofread the report for typos, punctuation, and grammatical errors.2. Look for consistency throughout the report from Chapter to Chapter. Examples of this are the indented quotes that start off most of the chapters should not be set off by quotation mark; agencies should be referred to as Department of XXX throughout, etc. Please refer back to some of the "consistency emails" that went out the other day.3. Check for accuracy of statements.4. Check quotation sidebars for relevance to the sections where they will be placed.5. We cannot do any restructuring of the report at this time without delaying the release of the report, so please keep your editing only to the points listed above. If there is a gross error, we can look at it on an individual basis.Again, thanks for all of your help on not only the report but also keeping the other activities of the office going during this crunch time. To quote an esteemed member of our staff "YOU RULE!"

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