

**NR\_key\_name:** B166F95F70B43EE685256260005099FE  
**SendTo:** R&A  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Noelle Gray/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 10/25/1995  
**DisplayDate\_Time:** 10:45:10 AM  
**ComposedDate:** 10/25/1995  
**ComposedDate\_Time:** 10:40:23 AM  
**Subject:** Internal memos  
I have received a lot of internal memos lately that do not follow the office format. I have placed copies of the correct format next to my IN box if anyone needs another copy. Reminder the correspondence file for each agency (4.X.3) is for external correspondence with that agency. Internal office memos should not receive this file number (4. X.3). Thank you!  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**