

**NR\_key\_name:** 57BAAE64ED72DDCB852562B3006AF6D8  
**SendTo:** R&A  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 01/16/1996  
**DisplayDate\_Time:** 2:30:10 PM  
**ComposedDate:** 01/16/1996  
**ComposedDate\_Time:** 2:28:20 PM  
**Subject:** friendly reminder  
Please make sure that ALL outgoing correspondence is processed through Noelle prior to being sent out. This will ensure that the appropriate formatting, filing, and sign-offs have all been taken care of. Thanks for your cooperation and if there are any questions or concerns about this procedure, please see me.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**