

**NR\_key\_name:** 98DB4A04EE4DCA3385256396003BF5CF5  
**SendTo:** R&A  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/30/1996  
**DisplayDate\_Time:** 7:00:25 AM  
**ComposedDate:** 08/30/1996  
**ComposedDate\_Time:** 6:55:14 AM  
**Subject:** Reminder  
All memos should always be in the standard office format.The file name should ALWAYS be at the bottom of the memo.Memos should ALWAYS be paginated.Memos should ALWAYS be signed (if they are final) and ALWAYS be marked "draft" if they are not final.If there is any way that I can make this clearer, please let me know.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**