

**NR\_key\_name:** E6CF2EEFF1E5344C8525646C00576F46

**SendTo:** R&A

**CopyTo:**

**DisplayBlindCopyTo:**

**BlindCopyTo:** CN=R ecord/O=ARRB

**From:** CN=Tracy Shycoff/O=ARRB

**DisplayFromDomain:**

**DisplayDate:** 04/01/1997

**DisplayDate\_Time:** 11:00:15 AM

**ComposedDate:** 04/01/1997

**ComposedDate\_Time:** 10:55:01 AM

**Subject:** procedures

Please make sure that you fill in your document summaries, INCLUDING FILE NUMBERS, when you send them on to Cathy. It is extremely time consuming for Cathy to try and track down where things should be filed. If you do not know or are unsure where your information should be filed, please see your team leader or other supervisor for clarification. All documents will be returned if they do not include file numbers. Also, please check your mail bins back by Cathy's desk at least once a day for any non time sensitive materials that may be placed there for you. I appreciate your cooperation with these procedures. Cathy provides support to no fewer than 15 people in this office and I'm sure you are all aware of the amount of work that can require. Following these simple procedures can help free up a good deal of her time. Thanks again for your continued cooperation.

**Body:**

**recstat:** Record

**DeliveryPriority:** N

**DeliveryReport:** B

**ReturnReceipt:**

**Categories:**