

**NR\_key\_name:** 278E6463481436138525617A004E11B2  
**SendTo:** CN=Laura Denk/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 03/09/1995  
**DisplayDate\_Time:** 9:13:56 AM  
**ComposedDate:** 03/09/1995  
**ComposedDate\_Time:** 9:12:43 AM  
**Subject:** Re: out of office  
It's really only necessary to send it to me, Jeremy and probably the receptionist (when we get one), but if you've been told by Jeremy to send it to all, go ahead and do that. It's up to you.  
To: Tracy Shycoff/ARRB  
Cc: Laura Denk/ARRB  
Date: 03/09/95 08:54:44 AM  
Subject: Out of office  
Tracy, when I will be out of the office, is it sufficient to send an e-mail to "All" indicating that I am out, where I am and when I will be returning, as I did yesterday? Or, should I simply send a message to you, copying Jeremy? I recall someone telling me to send the e-mail to "All", just to let everyone know what is happening. Thanks in advance for the clarification!  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**