

**NR\_key\_name:** 17745AA3A76610B88525626C00559742  
**SendTo:** CN=Noelle Gray/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 11/06/1995  
**DisplayDate\_Time:** 10:35:07 AM  
**ComposedDate:** 11/06/1995  
**ComposedDate\_Time:** 10:34:53 AM  
**Subject:** Re: Formats  
It looks good. Let's go with it.  
To: Jeremy Gunn/ARRBcc: From: Noelle Gray/ARRBDate: 11/06/95 09:26:33  
AMSubject: Re: FormatsThe format packet I placed in your IN box is what I prepared on Friday. Is this acceptable?  
To: Noelle Gray/ARRBcc: From: Jeremy Gunn/ARRB Date: 11/05/95 02:32:08  
PMSubject: FormatsCould you select a two-page memo from the files that will serve as our format model?  
Let's take that memo and write comments at appropriate places -- such as "MEMORANDUM is 14-pitch"; do not indent paragraphs; double space between paragraphs; sign your name to final; deliver original to Noelle and copy to Jeremy; include file number; include document address; etc.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**