

**NR\_key\_name:** 8FA271C962FE98C2852562C40003A96A  
**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:** CN=David Marwell/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Chet Rhodes/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 02/01/1996  
**DisplayDate\_Time:** 7:40:56 PM  
**ComposedDate:** 02/01/1996  
**ComposedDate\_Time:** 7:40:00 PM  
**Subject:** Re: Software

Val and I went through the software today and it is in her office. In the near future we will go into the purchase orders and check that we have everything. chetTo: Chet Rhodes/ARRBcc: Valerie Trzaska-Sails/ARRB  
From: Tracy Shycoff/ARRB Date: 01/24/96 03:11:47 PM Subject: Software  
In anticipation of the audit (and because we just should!), please gather all of the software and licenses that we have purchased and sort them by application. Once you get them all sorted, pass them on to Valerie and she will get them into the file plan/inventory. Val will physically take over custody of the diskettes, manuals, licenses, etc. and put them in a locking cabinet. I will let you know when a date has been set for the audit, but I would expect it to be in the not so distant future. Please keep me posted on how you are doing with this. Thanks.

**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**