

**NR\_key\_name:** C18D397882595B058525639D00496908  
**SendTo:** CN=Jerrie Olson/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Jeremy Gunn/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 09/06/1996  
**DisplayDate\_Time:** 9:22:04 AM  
**ComposedDate:** 09/06/1996  
**ComposedDate\_Time:** 9:21:50 AM  
**Subject:** Re: Document formatting procedures  
Thanks. I have the document.  
To: Jeremy Gunn/ARRBcc: From: Jerrie Olson/ARRBDate: 09/06/96 08:49:54  
AMSubject: Re: Document formatting proceduresNoelle created this for use by, and it was distributed to, the  
analysts. I think there is a copy on file in David's office. I will look. As for proper formatting though, this can  
be found in the U.S. Government Correspondence Manual in our ARRB library.  
To: Cathy Rodriguez/ARRBcc: Tracy Shycoff/ARRB, Jerrie Olson/ARRB From: Jeremy Gunn/ARRB Date: 09/06/96  
06:32:45 AMSubject: Document formatting proceduresI would like to get a copy of our office document  
formatting and routing procedures. (I believe that Noelle created such a document in June 95.) Could you see  
if you could find it? Tracy or Jerrie may have a copy.  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**