

NR_key_name: 0602D71784D2EA86852563E8004D66B4
SendTo: CN=Irene Marr/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Cathy Rodriguez/O=ARRB
DisplayFromDomain:
DisplayDate: 11/20/1996
DisplayDate_Time: 9:08:54 AM
ComposedDate: 11/20/1996
ComposedDate_Time: 9:05:26 AM
Subject: Re: Document summary

Body:
recstat:
DeliveryPriority:
DeliveryReport:
ReturnReceipt:
Categories:

Irene, I am forwarding to you this message I sent to Michelle. I got your letter to LBJ library - all was fine, I just wanted to give you the following info so that your document summary will be complete. Let me know if you need any help. Thanks, Cathy
To: Michelle Combs/ARRB
Cc: From: Cathy Rodriguez/ARRB
Date: 11/04/96 09:45:07 AM
Subject: Document summary
If you need further help, just let me know, but to change your doc summary, just go into it, and hit configure. From there just use the drag and drop from the right column into the left column. The left column is what you'll have when you call it up. Be sure to save it as default. The items you should have on your doc sum are as follows: Descriptive Name Descriptive Type Subject Attachments Blind Copy Carbon Copy Reference Document number (which is where we write File: 4.20.3 for example) Author Typist
Please ensure this is attached to all outgoing correspondence. If there are others you know of who have incorrect doc summaries, please forward this email. Thanks, Cathy
Record