

NR_key_name: A75CF26B2AFFDBAD85256515003E5580
SendTo: CN=Cathy Rodriguez/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Jeremy Gunn/O=ARRB
DisplayFromDomain:
DisplayDate: 09/17/1997
DisplayDate_Time: 7:23:21 AM
ComposedDate: 09/17/1997
ComposedDate_Time: 7:20:51 AM
Subject: Re: signing out files in 4 series
Thank you for sending out this message. I think it is a good idea to try to get control over the files and I applaud this step. If you think it advisable, could you make a list of bullet-point items like this that you and I could discuss with an eye towards sending a memo to the staff about such procedures?
To: Allcc:
From: Cathy Rodriguez/ARRB Date: 09/15/97 03:32:20 PM Subject: signing out files in 4 series
Please remember to sign out any files you take from the 4 series. PLEASE DO NOT Just put an OUT CARD in the cabinet without signing which file you took and your name and date. I have 3 out cards in the cabinet right now, without anyone's signature on them. Please check your files to see if you have any from the 4 series. If so, please return them. Also, please scratch your name off of the card when you return the file. Thank you very much. If you have any questions, please ask!
Body:
recstat: Record
DeliveryPriority: N
DeliveryReport: B
ReturnReceipt:
Categories: