

NR_key_name: 60A58ADBA74B0D5185256558005E3E6A

SendTo: CN=Tracy Shycoff/O=ARRB @ ARRB

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo: CN=R econd/O=ARRB

From: CN=Chet Rhodes/O=ARRB

DisplayFromDomain:

DisplayDate: 11/23/1997

DisplayDate_Time: 12:10:51 PM

ComposedDate: 11/23/1997

ComposedDate_Time: 12:09:24 PM

Subject: Re: as we discussed

To: Chet Rhodes/ARRBcc: Jeremy Gunn/ARRB, Tom Samoluk/ARRB From: Tracy Shycoff/ARRB

Date: 11/19/97 11:29:58 AM Subject: As we discussed Here are the details from our discussion earlier

today: 1. New employee Kim Herd is starting on Monday. She will be in the office with Sydney and Sarah.

Please set up an account for her and add her to the appropriate address lists. She also will need access to the R&A drives and Secret Service databases. She will also need a phone extension. I'll program the phone once

the extension is set up. Done EXT x2342. Please put a Windows 95 computer where Kermit usually sits (with internet phone line). This computer will be for Kermit when he is town, the Internet computer for the office,

and where the computer part-timer will sit. Will do Wed or Sun after thanksgiving needs a lot of work 3. Please move Joan's phone to the phone closet for her voice mail and move a new extension into her old office.

Again, I'll set up the phone once an extension is in place. Will do Wed 4. We will also need a computer set up in Joan's old office, although what exactly it will be used for is unclear at this time. It is possible that Jack may be

moved to that office. If we could confirm this it would make things easier Then I could put jacks phone and

computer in that office. 5. Thanks!

Body:

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: