NR_key_name: E7F3DE6206FAC293852566730065666B
SendTo: CN=Tracy Shycoff/O=ARRB @ ARRB
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Laura Denk/O=ARRB
DisplayFromDomain:
DisplayDate: 09/02/1998
DisplayDate_Time: 2:29:17 PM
ComposedDate: 09/02/1998
ComposedDate_Time: 2:27:34 PM
Subject: Re: files

Body: phewf. what a relief! Now I'll only have to work -- what was it that she said? 16 hour days? Or was it 20?To:Laura Denk/ARRBcc:From:Tracy Shycoff/ARRBDate:09/02/98 02:25:23 PMSubject: Re: filesI'll even give you until the 16th!To:Tracy Shycoff/ARRBcc:From:Laura Denk/ARRBDate:09/02/98 01:38:21 PMSubject: Re: filesYou go, girl. Oh, and, can I have an exception until the 15th?To:ALLcc: From:Tracy Shycoff/ARRBDate:09/02/98 12:58:46 PMSubject:filesIt is really getting down to crunch time and we need to start making a dent in the amount of paper in this office!PLEASE GO THROUGH YOUR PERSONAL FILES IMMEDIATELY (unless you are working on the final report) AND IDENTIFY/SEPARATE FILES THAT ARE TO BE SENT TO NARA WITH THE COLLECTION. Let me know when you complete your files so that we can start boxing them up.THE SCIF MUST BE ORGANIZED IMMEDIATELY. GO THROUGH YOUR SECTIONS OF THE SCIF AND PLACE EVERYTHING IN THE BURN BOXES THAT IS NO LONGER BEING USED OR NEEDS TO BE TRANSFERRED TO THE COLLECTION. This includes the working shelves of former employees. If you are a Team Leader you inherit the responsibility of the former employee's papers.This should all be completed by mid next week--NO EXCEPTIONS UNLESS GRANTED BY ME OR LAURA. Please see me if you have any questions. Thanks in advance for your cooperation.

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