

# MEMO

**To:** Jeremy  
**From:** Thomas E. Samoluk  
**Subject:** Memo on Memos and Routing  
**Date:** May 31, 2017

Because the staff meeting was postponed until Wednesday at 4:00 p.m., when you will be in attendance, I held off on distributing the memo (attached). Given another matter that is likely to be discussed at the staff meeting, I suggest that the distribution of this memo be delayed until a later meeting.