**NR\_key\_name:** CF60B75B6DF081FC8525618E0060B1F0

SendTo: All

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo:

From: CN=Valerie Trzaska-Sails/O=ARRB

DisplayFromDomain:

DisplayDate: 03/29/1995
DisplayDate\_Time: 12:59:05 PM
ComposedDate: 03/29/1995
ComposedDate\_Time: 12:36:10 PM
Subject: Outgoing Mail

Yesterday, the mail room informed me that all mail leaving our office after 3:00 p.m. will leave the mail room the following morning at 8:30 a.m. I wanted everyone to be aware of this, so if there is anything important that needs to go out Eileen or myself can get it in the mail by 3:00. Anything Eileen and I receive after 3:00 the mail room has asked us to date stamp it for the following day. If something is important and needs to go out after 3:00. I would be happy to put in the mail box on my way to the metro for the post offices 5:00 p.m. pick

Body: up. Thanks recstat: Non-Record

**DeliveryPriority:** N **DeliveryReport:** B

ReturnReceipt: Categories: