

NR_key_name: A479EBAA7CC36E808525652900456549

SendTo: all

CopyTo:

DisplayBlindCopyTo:

BlindCopyTo:

From: CN=Tracy Shycoff/O=ARRB

DisplayFromDomain:

DisplayDate: 10/07/1997

DisplayDate_Time: 8:40:27 AM

ComposedDate: 10/07/1997

ComposedDate_Time: 8:37:59 AM

Subject: security procedures

Please remember the following security procedures:1. You should keep your swipe card and government IDs with you at all times. They should not be left on desks, tables, etc. -- especially overnight. You should carry them in a wallet, pocket, around your neck, etc.2. The door to the office should not be propped open generally -- and never when there are classified records being reviewed in the office. Please be considerate of Janice and not ask her as a matter of course to borrow her swipe card. (See number 1 above.)3. Please be mindful that some uncleared persons may be in the offices. When reviewing classified records, keep your door closed. Make sure that a cleared person is with classified documents at all times. Never leave classified documents unattended.4. If you see an unknown and unattended person in the office, please ask him or her immediately whether you can help and whom they are visiting.

Body:

recstat: Record

DeliveryPriority: N

DeliveryReport: B

ReturnReceipt:

Categories: