

**NR\_key\_name:** 26CEC5C732B8794F852566580041D6EF  
**SendTo:** CN=Jerrie Olson/O=ARRB @ ARRB  
**CopyTo:** CN=Laura Denk/O=ARRB @ ARRB  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=Eileen Sullivan/O=ARRB  
**From:** CN=Tracy Shycoff/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 08/06/1998  
**DisplayDate\_Time:** 8:01:39 AM  
**ComposedDate:** 08/06/1998  
**ComposedDate\_Time:** 7:59:09 AM  
**Subject:** file 10.4.1

Because the report falls under the Executive Director ("Laura's baby"), you should be the one ultimately responsible for the file. You should create sub-files within the file like in the definition file. Off the top of my head I'm thinking of 1) drafts 2) comments and 3) final. You should take a look and set it up however you feel best, those are just my suggestions. Thanks.  
To: Jerrie Olson/ARRB  
cc: Cathy Rodriguez/ARRB, Eileen Sullivan/ARRB, Laura Denk/ARRB, Michelle Combs/ARRB, Ron Haron/ARRB, Kevin Tiernan/ARRB, Douglas Horne/ARRB  
From: Tracy Shycoff/ARRB  
Date: 08/06/98 07:59:01 AM  
Subject: file 10.4.1  
Jerrie, I took the original of Anna's comments out of Eileen's in-box and put it in the 10.4.1 file. For everyone listed above, 10.4.1 (located in Jack's office) is the file number for the final report and drafts. Although most of the 10 series falls under Eileen's work, the report doesn't. Please make sure that each of you are putting the appropriate documents in the file. All drafts and substantive changes MUST go in the file and be dated. (Jerrie, this includes the drafts of the chapters sent in the Board mailing earlier this week.) If you are not sure about putting something in there, check with your admin person or look at the "definition file" in the 3 series for an example. Because the file will be very large by the time we are done, I have moved the file that now exists to the bottom drawer of the 4-drawer lateral cabinet in Jack's office. Thanks.

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