NR_key_name: D3EBC8409C5BC194852563D9005A1C49
SendTo: Admin
CopyTo: CN=Jeremy Gunn/O=ARRB @ ARRB
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 11/05/1996
DisplayDate_Time: 11:27:51 AM
ComposedDate: 11/05/1996
ComposedDate_Time: 11:24:15 AM
Subject: mail delivery

Body: Christina will now be in charge of mail delivery. We have gone over the basics about who gets what but as you all know, there will always be gray areas! Janice will stamp the mail and let Christina know it is ready for pick-up and then she will deliver it to the appropriate admin staff.Christina will also empty Jeremy and David's out boxes approximately 2 times a day. Jeremy and David--please make sure that things are clearly labeled with directions for Christina.Cathy will be getting a ton of in-boxes for the analysts that will be stacked back by her desk. For non-time critical mail, she will put it in the appropriate box. Analysts will be of course welcome to come get their own mail, but if not, Christina will distribute the contents of the boxes twice a day.Let me know how this all works once we get it going and we'll make adjustments as necessary. Thanks.

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