

NR_key_name: 824617C38BE1B4EE8525666300436A6F
SendTo: Admin
CopyTo:
DisplayBlindCopyTo:
BlindCopyTo: CN=R ecord/O=ARRB
From: CN=Tracy Shycoff/O=ARRB
DisplayFromDomain:
DisplayDate: 08/17/1998
DisplayDate_Time: 8:20:15 AM
ComposedDate: 08/17/1998
ComposedDate_Time: 8:16:22 AM
Subject: details

A few administrative details:1. I am sure you are tired of hearing this (and I am tired of saying it!), please place all empty xerox boxes with their lids in the SCIF for classified trash. Especially now as we start cleaning up we will need all of these boxes.2. When the Federal Register comes in, rather than placing it in my in-box please check the contents page to see if we have any notices/filings in the issue. If not, place on the shelf in the library for discards. If we are listed, please send a note to Admin letting them know the issue and pages and then place in the magazine boxes on top of the library shelves.3. Please start working with your people now to clean out and identify files to be transferred to NARA.Thanks and ask if you have any questions.

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