

# Assassination Records Review Board

600 E Street NW ▪ Second Floor ▪ Washington, DC 20530

## MEMORANDUM

March 24, 2017

To: David G. Marwell

From: Noelle C. Gray

Subject: Standardized Correspondence Formats

Attached is a draft of the memo I would like to hand out to the staff to explain the new correspondence formats. Until Chet gets the document summary adjusted to serve as the “receipt” for the correspondence the “second sheets” as they are referred to will continue for each correspondence.

My goal is to get the analysts on track with the proper format as soon as possible, so they are not longer confused.

As always I look forward to your thoughts and comments. Thank you for your time.

cc: Tracy Shycoff

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