

Assassination Records Review Board

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

MEMORANDUM

June 22, 2017

To: All Staff

From: Noelle C. Gray

Subject: Standardized Correspondence Formats

Attached are examples of various correspondence in the proper format and on the proper letterhead. Please note that memoranda do not use the letterhead footer, but letters do include the letterhead footer. Chet is in the process of adding LETTERHD and MEMOHD to the quicklist for your convenience. He is also working on adjusting the document summary, however until the document summary is adjusted you will need to put the filename and file number(s) on the last two lines of the last page of your document.

Some rules apply for all correspondence and they are the following:

- All correspondence (internal or external) is to be in Regular Palatino 12 point.
- All correspondence (internal or external) is to be block left.
- Memorandum is always to be typed in all capital letters, bold, and 14 point.
- All correspondence is to have the filename and file number(s) on the last

A cc: on a document designates that that individual is to receive a copy of the letter ONLY. If you wish a cc to receive any or all attachments you must specify.

If a document does not fit the page properly with the standardized spacing, please feel free to reduce your font to 11 point and/or change the margins slightly to make your document presentable.

All memoranda must be initialed by the author next to their name on the From line.

There is always to be ONE line above the name and address of the receiver of the letter whether it be the date or a line for the mode of delivery.

Options for mode of delivery other than regular mail (which is needs no marking):

HAND DELIVERED (delivered by someone from ARRB)

DELIVERED BY MESSENGER (delivered by a hired courier)

BY FACSIMILE

BY FACSIMILE & REGULAR MAIL

BY FEDERAL EXPRESS

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