

From: Anthony Hardaway
To:Entire_Staff
Date: 12/2/03 3:53PM
Subject: Files

Staff,

We are in the process of setting a calendar for the Archives and History teams to inventory our files. Please email me a date and time you would like to meet with a team. I would like to have your information by 10:00 a.m. tomorrow so we can complete this soon as possible.

Thank you,

Anthony