

-----Original Message-----

From: Cummings, Lewis M.
Sent: Thursday, September 28, 2000 7:57 AM
To: Gilbert, Margaret; Townsend, Sue V.; Whetzel, Mary Alice; Singleton, Jacqui; Mitchell, Betty W.; Stephens, Nancy L.; Fox, Wendy J
Cc: Freed, Kim; Burnley, Harold G.; Kelly, Richard D; Lewis, Jane Y.; Van Malssen, Mark A.; Alonso, Hector; Cummings, Greg A.; Murray, Tyrone T.; Chemla, Marc R.; Miller, Doug; Moore, Michael A.
Subject: FW: Records Management Training for Records Coordinators

Sorry for the confusion and that you missed my last Records Management Training Session for Records Coordinators yesterday. It is therefore very important that you attend my next scheduled training session - the details of which are:

October 2, 2000
1:00 p.m. - 4:30 p.m.
O/C A3W1

For additional information which explains why you should come to this session, please see the emails related to this message. Thanks to all for your cooperation and understanding. I will look forward to seeing you next Monday. Thanks again, Lewis

2084029735

Kim: If possible, can you get a larger conference room and notify everyone attending my October 2nd session of the change? In addition to the 7 people listed above, there are supposed to be 18 additional attendees. Thanks.