

Larsen, Astrid P

From: Larsen, Astrid P
Sent: Wednesday, February 26, 2003 10:30 AM
To: Splett, Gail M; Farber, Teri L
Cc: Larsen, Astrid P; Spargur, J J; Wisness, Steven H
Subject: RE: Movement of NRTC Administrative Files

I'm in receipt of the 6 file boxes that constitutes the records of the HNRTC. BHI had the boxes delivered from their office to my office this morning

Astrid

RECEIVED
 JAN 24 2008

EDMC

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

From: Splett, Gail M
Sent: Tuesday, February 25, 2003 12:26 PM
To: Larsen, Astrid P
Subject: RE: Movement of NRTC Administrative Files

Absolutely - Pam is ensuring that our RIDS reflect that you now maintain the record copy and by the appropriate schedule. All looks great!

Gail

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

From: Larsen, Astrid P
Sent: Tuesday, February 25, 2003 10:11 AM
To: Splett, Gail M
Subject: FW: Movement of NRTC Administrative Files

does this look OK to you? I'm just trying to cross the I's and T's and make sure I haven't violated some type of document transfer rule.

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

From: Farber, Teri L
Sent: Tuesday, February 25, 2003 9:15 AM
To: Larsen, Astrid P
Cc: Spargur, J J; Montgomery, Linda M; Farber, Teri L; Thurman, Pamela A (Pam); Johnson, Debi S; ^BHI Document & Info Services; Teel, Darci D; Smith, Connie V; Wisness, Steven H
Subject: Movement of NRTC Administrative Files

Astrid -

This e-mail is to document the move of the Hanford Natural Resource Trustee Council (NRTC) Administrative Files from the 3350 Bechtel Building, Room 2C-28 to the Federal Building, Room 206-A. This move will take place on Wednesday, February 26, 2003.

The contents of the 6 boxes are as follows:

General NRTC Information (By-Laws, MOA, Resolutions/Findings)
 NRTC Correspondence, 1989 through Present (Documents, Letters, E-Mails, Faxes)
 NRTC Meeting Files, 1996 through Present

If I come across any additional administrative files, I will be sure and get them to you.

In addition, a CD of all the electronic files will be given to you very soon. I am in the process of having the files copied onto the CD.

If you have any questions, please feel free to call.

Thank you.
Teri Farber
372-9108