

To: All Staff
Fm: Kathleen
Re: Computers

Attn: _____
Dt: 21 February 1995

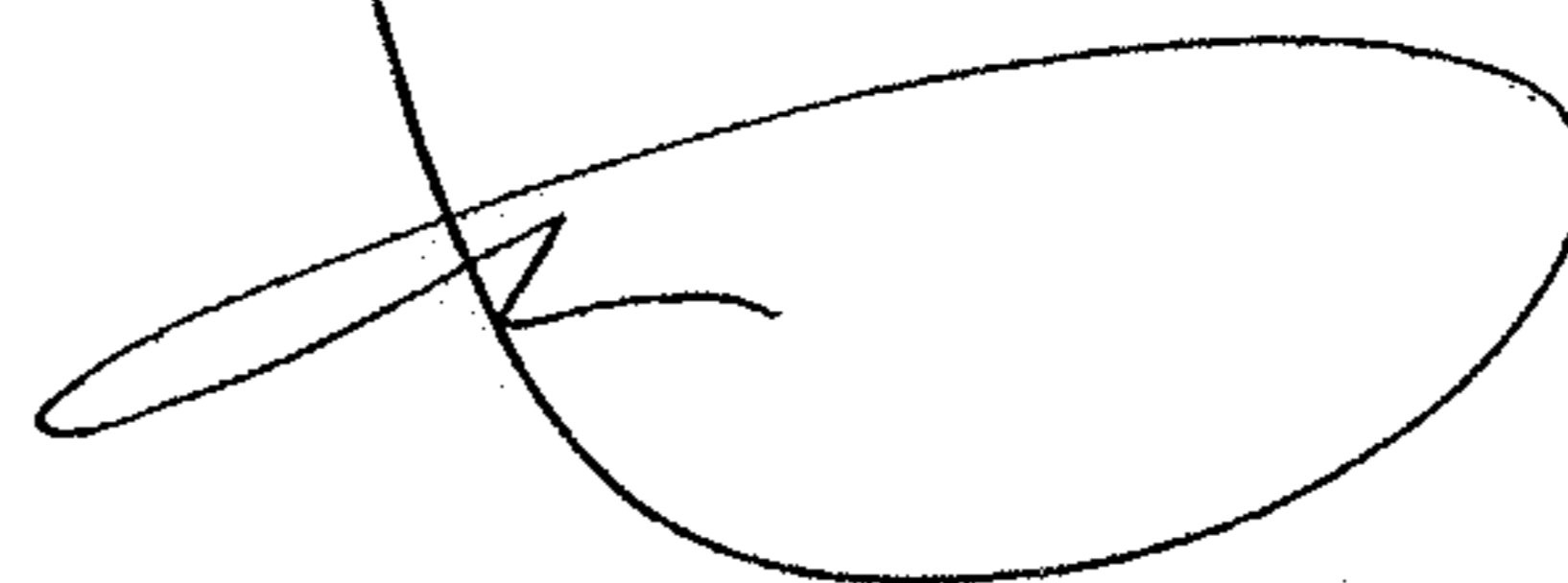
I request your cooperation in issues concerning the computers. We have just purchased new computer equipment and will be installing it this week. In the process, I will be moving computers around the office. Some computers will be used for different purposes.

Therefore, I request that EVERYONE purges his or her files on the computer. Old files should be printed and thrown away. You should only keep on the computer files that you need for reference or files that you are working on. If you want to back up some files on the backup drive—we can do that—please discuss this with me. Otherwise, everyone's folder should have a minimum number of files in it.

Also remember that everyone should have only one folder on one computer. If you have folders on more than one computer, purge them.

Please complete this process today so that we can begin to move computers around efficiently, and nobody loses any important documents. As soon as this is finished, I will let you know to which computer you are assigned.

If you have questions, wait and speak with me. I appreciate your cooperation.

A handwritten signature in black ink, consisting of a large, stylized loop with a horizontal stroke across the middle.