

UNCLASSIFIED

To: Records Management From: Miami
Re: 06/23/2010

LEAD(s) :

Set Lead 1: (Action)

RECORDS MANAGEMENT

AT WASHINGTON, DC

Request the DocLab, RMD, provide scanning and automation assistance in support of captioned matter. Once scanning and automation is complete, forward TXT files to STAO as appropriate.

Set Lead 2: (Action)

OFFICE SPECIAL TECHNOLOGY

AT WASHINGTON, DC

Request STAO ACU provide appropriate data formatting assistance in support of the captioned matter. Records will be forwarded to STAO ACU by DocLab as deemed appropriate.

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