

Re:

- *To:* Mark Taylor <taylor_mark@teneo-test.com>
 - *Subject:* Re:
 - *From:* Kay Young </O=TENEO-TEST/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=YOUNG_KAY>
 - *Date:* Tue, 07 Apr 2009 01:52:36 +0000
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Mark: In light of your message, would you like to take a look at this memo I circulated at Julia's request in September re "Keeping Stuff" and consider revising and resending?

Kay C. Young

Legal Specialist

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Mark Taylor

02/06/2001 02:39 PM

To: Alan Aronowitz/HOU/ECT@ECT, Roger Balog/HOU/ECT@ECT, Peggy Banczak/HOU/ECT@ECT, Sandi M Braband/HOU/ECT@ECT, Robert Bruce/NA/Enron@Enron, Teresa G Bushman/HOU/ECT@ECT, Bob Carter/HOU/ECT@ECT, Michelle Cash/HOU/ECT@ECT, Barton Clark/HOU/ECT@ECT, Harry M Collins/HOU/ECT@ECT, Mary Cook/HOU/ECT@ECT, Nancy Corbet/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, Ned Crady/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, Eddy Daniels/NA/Enron@Enron, Angela Davis/NA/Enron@Enron, Peter del Vecchio/HOU/ECT@ECT, Stacy E Dickson/HOU/ECT@ECT, Andrew Edison/NA/Enron@Enron, Shawna Flynn/HOU/ECT@ECT, Robert H George/NA/Enron@Enron, James Grace/Corp/Enron@ENRON, Barbara N Gray/HOU/ECT@ECT, Mark Greenberg/NA/Enron@ENRON, Wayne Gresham/HOU/ECT@ECT, Leslie Hansen/HOU/ECT@ECT, Brent Hendry/NA/Enron@Enron, Jeffery T. Hodge/HOU/ECT@ECT, Dan J Hyvl/HOU/ECT@ECT, Anne C Koehler/HOU/ECT@ECT, Dan Lyons/HOU/ECT@ECT, Kay Mann/Corp/Enron@Enron, Travis McCullough/HOU/ECT@ECT, Lisa Mellencamp/HOU/ECT@ECT, Janet H. Moore/HOU/ECT@ECT, Janice R Moore/HOU/ECT@ECT, Julia Murray/HOU/ECT@ECT, Cheryl Nelson/NA/Enron@Enron, Gerald Nemec/HOU/ECT@ECT, Marcus Nettelton/NA/Enron@ENRON, Francisco Pinto-Leite/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, David Portz/HOU/ECT@ECT, Coralina Rivera/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, Michael A Robison/HOU/ECT@ECT, Daniel Rogers/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, Elizabeth Sager/HOU/ECT@ECT, Richard B Sanders/HOU/ECT@ECT, Frank Sayre/ENRON_DEVELOPMENT@ENRON_DEVELOPMENT, Lance Schuler-Legal/HOU/ECT@ECT, Sara Shackleton/HOU/ECT@ECT, Shari Stack/HOU/ECT@ECT, Carol St. Clair/HOU/ECT@ECT, Lou Stoler/HOU/ECT@ECT, Mark Taylor/HOU/ECT@ECT, Sheila Tweed/HOU/ECT@ECT, Steve Van Hooser/HOU/ECT@ECT, John Viverito/Corp/Enron@Enron, Ann Elizabeth White/HOU/ECT@ECT, Stuart

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cc: Mark E Haedicke/HOU/ECT@ECT, Janette Elbertson/HOU/ECT@ECT, Frank Ortiz/EPSC/HOU/ECT@ECT

Subject:

As you are all aware, the legal department has grown significantly over the last several months. While so far we have been able to find places for everyone to sit, we have not added significantly to the available file cabinet space on the floor. In fact, a number of file cabinets are now in locations where they will not be able to remain due to fire code requirements. Please review the files you currently have stored outside your own office space and, after condensing, archiving and destroying as many as possible, give an inventory of your current usage and needs to your group leader. Once we have an accurate picture of our needs, we can come up with a plan to allocate the available file cabinet space. Most if not all of us will have to make significant sacrifices and modify our filing practices so that we each reduce our file space usage to our fair share.

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