

## e-mail clean up - 2

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- *To:* Christina Valdez <valdez\_christina@teneo-test.com>
  - *Subject:* e-mail clean up - 2
  - *From:* Sally Beck </O=TENEO-TEST/OU=FIRST ADMINISTRATIVE GROUP/CN=RECIPIENTS/CN=BECK\_SALLY>
  - *Date:* Thu, 09 Apr 2009 06:58:47 +0000
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Please do the same thing with e-mails from Mike Jordan. thanks.

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

From: Beck, Sally

Sent: Sunday, October 28, 2001 4:53 PM

To: Valdez, Christina

Subject: E-Mail Clean UP

I forwarded to you most of the ibuyit stuff still in my e-mail. Please check all to see if they have been approved. From this point forward, I don't want to automatically approve anything without my seeing it. Please scan the rest of my e-mails to see if there is an ibuyit request that I failed to forward to you for you to check. Please be sure that anything that has already been approved is deleted. Thanks.

Please go through my e-mails and print everything from Melissa Becker, put it in a folder (all should relate to follow up on the Accounting offsite in Galveston) for me. I need to review that stuff and figure out when the next follow up meeting is going to be with either Rick and/or Melissa. They have asked me to chair one of the follow up issues. Some of the e-mails from Melissa relate to volunteers for my team. I think there is also one saved voice mail with a volunteer's name. Can you create a list (with contact numbers) of all volunteers from e-mails and voice mails to date? Thanks. Then please delete all e-mails from Melissa.

Also, please go through my e-mails and print everything that relates to Center for Houston's Future. I need to review these. Most is from Marilyn Schoppe, but a few are from others, but reference CHF. Then delete all of these e-mails.

E-mails from Lexi Elliott regarding recruiting. Please print all so that I can review them. Please delete all e-mails after printing. Thanks.

This effort plus my clean up today should help shrink the e-mails that remain. Thanks.

--Sally