



Margaret Hawkins <margaret.hawkins@nara.gov>

FW: Address for DAS Grafeld

1 message

Fischer, William P <FischerWP@state.gov>

Tue, Mar 3, 2015 at 11:34 AM

To: "margaret.hawkins@nara.gov" <margaret.hawkins@nara.gov>

Cc: "Lisa Clavelli (lisa.clavelli@nara.gov)" <lisa.clavelli@nara.gov>

I'm sending this as a back-up since Lisa said she's in meetings today.

Bill

William P. Fischer

Agency Records Officer

Office of Information Programs and Services

U.S. Department of State

[202-261-8369](tel:202-261-8369)

Our mission is to meet the information needs of our customers and the U.S. Government.

This email is UNCLASSIFIED.

From: Fischer, William P

Sent: Tuesday, March 03, 2015 11:33 AM

To: 'Lisa Clavelli'

Cc: Lautenbacher, Jason
Subject: RE: Address for DAS Grafeld

Margaret P. Grafeld
Deputy Assistant Secretary
for Global Information Services
Bureau of Administration

U.S. Department of State

SA-2, Suite 8000

515 22nd Street, NW

Washington, DC 20522-0208

< GrafeldMP@state.gov >

William P. Fischer

Agency Records Officer

Office of Information Programs and Services

U.S. Department of State

[202-261-8369](tel:202-261-8369)

Our mission is to meet the information needs of our customers and the U.S. Government.

From: Lisa Clavelli [<mailto:lisa.clavelli@nara.gov>]

Sent: Tuesday, March 03, 2015 10:46 AM

To: Fischer, William P
Cc: Lautenbacher, Jason
Subject: Address for DAS Grafeld

Bill,

Good morning....I know you all are quite busy this morning. Paul has been in communications with Peggy and she will be expecting correspondence from him later today or tomorrow. I will be sure you are provided with a copy when it is transmitted.

In terms of protocol how should she be addressed in the salutation? And what is her mailing address?

Thank you

Lisa

--

Lisa R. Clavelli

Supervisor, Appraisal Team 2

Records Management Services

This email is UNCLASSIFIED.