

December 14, 2001

MEMORANDUM TO: ALL RECORDS MANAGERS

FROM: SUSAN L. FREY
DEPARTMENTAL RECORDS OFFICER, IM-11

SUBJECT: RM 02-07, NEW RECORDS MANAGERS

Two of our Records Managers are moving on. Cheryl Arrington-Kincaid, from Idaho Operations Office, and Linda Jarnagin, from Richland Operations Office, have accepted new positions at their respective sites outside the Records Management arena. They'll be missed! It is always disheartening when we lose one of our own; however, it is wonderful that they have the opportunity to broaden their horizons. It has been such a pleasure working with Cheryl and Linda and we wish them the best of luck in their new endeavors.

Karin Brown is the newly appointed Records Manager for the Idaho Operations Office. Karen attended the 2001 Records Management Conference, and is relatively new to Records Management. Gail Splett is now the Records Manager for the Richland Operations Office. Gail has been an active member of DOE's Records Management community for many years, and currently serves on the 2002 Records Management Conference Steering Committee. Some of you will remember her as Gail Clark (maiden name).

Karin's telephone number is 208-526-1198 and her e-mail address is:
BROWNKA@ID.DOE.GOV

Gail's telephone number is 509-376-8274 and her e-mail address is:
[Gail M Splett@rl.gov](mailto:Gail_M_Splett@rl.gov)

Welcome to the DOE Records Management community!