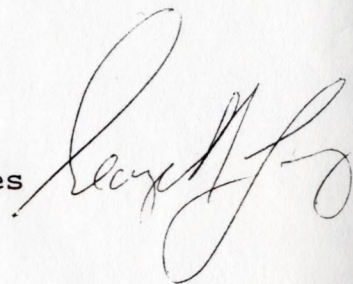


CHEROKEE NATION MEMORANDUM

TO: Director's Distribution List
FROM: George R. Long, Administrative Services
SUBJECT: Schedule for Office Moves
DATE: 11/19/93



The schedule for departmental office moves is shown below. This plan has been coordinated with the carpeting contractors and Facilities Management. Facilities will have special crews to accomplish the moves. There will be much renovation of offices in the original Administration Building. There will be some fumes from paint and new carpeting. We will try provide additional fresh air to compensate.

- Monday 11/29/93 Purchasing moves to former Tile Plant.
Health and WIC move to new area.
- Tuesday 11/30/93 Registration moves to new area.
- Wednesday 12/01/93 Community Development moves to new area.
- Thursday 12/02/93 Personnel moves to new area.
Jeane Mitzner, Laura Quinton move to former Health Offices.
- Friday 12/03/93 Administrative Services and Information Systems move to former Community Development offices.
- Monday 12/06/93 George Bearpaw, Sheila Ratliff, Charles Head move to former Information Systems offices.
- Wednesday 12/08/93 Jim Danielson, Mary Campbell move to former offices of George Bearpaw, Sheila Ratliff.
- Friday 12/10/93 Pamela Iron, Kathy Morgan move to former offices of Jim Danielson, Mary Campbell.
- Monday 12/13/93 David Mullon moves into Pamela Iron's former office, Stacy Russell into former newsroom, Steve Woodall into former WIC area, Realty into former Registration.
- Wednesday 12/15/93 Move Marshals Service into former Realty offices in Building 3.