



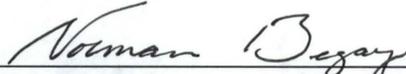
THE NAVAJO NATION

RUSSELL BEGAYE **PRESIDENT**
JONATHAN NEZ **VICE-PRESIDENT**

MEMORANDUM

RMD16-24

TO: NAVAJO NATION BRANCHES, DIVISIONS, DEPARTMENTS,
PROGRAMS, AND THE GENERAL PUBLIC

FROM: 
Norman Begay, Program Supervisor I
Records Management Department
Division of General Services

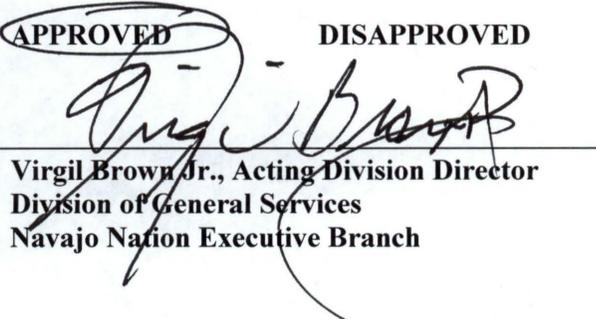
DATE: November 26, 2016

SUBJECT: RECORDS MANAGEMENT OFFICE CLOSURE

Through this memorandum the Navajo Department of Records Management are notifying all Navajo Nation Branches, Divisions, Departments, Programs, and the General Public of an office closure that will take place on Friday November 18, 2016 from 1:00pm – 5:00pm. Our staff will be having their Department Staff Thanksgiving Luncheon; therefore, we request that the departments make arrangements to have their work order request/pick-up made at the earliest convenience. Normal business hours will resume on Monday November 21, 2016 at 8:00am. If you should have any questions, you can contact me at (505) 371-5113 or via email at nabegay@navajo-nsn.gov.

APPROVED

DISAPPROVED


Virgil Brown Jr., Acting Division Director
Division of General Services
Navajo Nation Executive Branch