



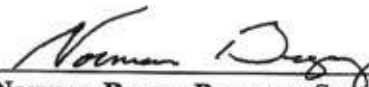
THE NAVAJO NATION

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

MEMORANDUM

RMD17-61

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

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

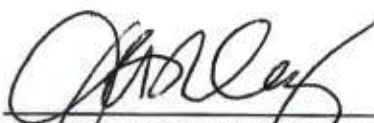
DATE: November 13, 2017

SUBJECT: 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 Wednesday November 15, 2017 1:00 pm to 5:00pm. The Records Management Department staff will be having their staff meeting and Thanksgiving luncheon. We request that the departments make arrangements to have their work order request/pick-up made at the earliest convenience. The Records Management Department will resume regular business hours on Thursday November 16, 2017 at 8:00 am. Thank you for your understanding in this matter. If you should have any questions, you can contact me at (505) 371-5113 or via email at nabegay@navajo-nsn.gov.


APPROVED

DISAPPROVED


Joelynn Ashley, Division Director
Division of General Services
Navajo Nation Executive Branch