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**Subject:** Fall 2012 ARB  
**Location:** 301 Gervais St, Columbia (State Museum)  
**When:** 12/6/2012 10:00:00 AM - 12:00:00 PM

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When: Thursday, December 06, 2012 10:00 AM-12:00 PM (GMT-05:00) Eastern Time (US & Canada).  
Where: 301 Gervais St, Columbia (State Museum)

Note: The GMT offset above does not reflect daylight saving time adjustments.

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Good Afternoon,

State Fleet Management's Fall 2012 Accident Review Board will be held on Thursday, December 6<sup>th</sup> at 301 Gervais Street (Department of Revenue / State Museum) from 10:00 AM to 12:00 PM. Please park in the visitor parking in front of the museum, and check in with the Department of Revenue's guard. From there, we will escort you to the conference room for the review. Should you have any questions or concerns prior to the review, please contact Jimmy Lever at 803-737-1505, Ben Hutto at 803-737-1515, or Becky Grice at 803-737-1982.

Also, please note the time frame for the review. Lately, we have been able to get through the files more expeditiously than normal. However, compared to the two prior reviews, we will have a higher number of files to examine this time around. While we do not anticipate the review actually taking two hours, we want to allow enough time for our schedules to be cushioned.

As always, State Fleet Management is greatly appreciative of your willingness to participate in such an important process for the State of South Carolina. We'll see you in a few weeks.

Sincerely,

Becky Grice